

SUBSTITUTE BUS DRIVER

Primary Function (Job Goal)

Safely transport authorized students daily to and from school and extracurricular activities.

Reports To (accountability)

Director of Transportation Services or designee

Supervisory Responsibilities

Monitors passengers during transit for the purpose of maintaining safety and discipline and reporting discipline problems to the proper authority using district policies and procedures.

Qualifications

21 years of age

Valid Illinois Commercial Driver's License or verification from Secretary of State stating eligibility

Valid Illinois School Bus Permit or verification from Secretary of State stating eligibility

Pre-placement Medical Exam, including drug/alcohol screening and tuberculosis clearance

Pass a Regional Office of Education Fingerprint/Background Clearance including Federal Bureau of Investigation

Pass both:

- Physical Examination and Certificate for Illinois School Bus Driver as provided by the Secretary of the State of Illinois.
- Medical Examination Report For Commercial Driver Fitness Determination as provided by the Federal Motor Carrier Safety Administration

Physical Requirements

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling; and significant finger dexterity in order to operate a two-way radio when needed. Generally the job requires 80% sitting, 10% walking, and 10% standing.

Must be able to demonstrate and perform the emergency, evacuation procedures as described and defined by the *Illinois School Bus Driver Training Curriculum* and endorsed by the Illinois Secretary of State, Illinois Department of Transportation and the Illinois State Board of Education. These procedures involve, but are not limited to, sitting on floor of the school bus at the rear door and scooting out the rear door to the ground, and assisting students safely off the bus.

The job is performed in a motorized vehicle in all types of weather and traffic conditions.

Essential Duties and Performance Responsibilities

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Drives school bus for the purpose of transporting authorized, regular education and/or special education students over scheduled routes and to/from school and/or field trips in a safe, timely and efficient manner.
- Performs pre-trip and post-trip inspections to vehicles, both interior and exterior, for the purpose of ensuring safety, appearance, and sanitation of vehicle and fuels vehicles for the purpose of maintaining it in a safe operating condition.
- Notifies mechanics of mechanical defects of school vehicles.
- Reports all accidents and police traffic stops to the Assistant Principal of Transportation Services.
- Assesses incidents, complaints, accidents and/or potential emergency situations for the purpose of resolving or recommending a resolution to the situation.
- Assists students and other passengers for the purpose of providing safe loading and unloading from buses including both emergency situations (including bus evacuations) and normal transport.
- Attends meetings, trainings, etc. for the purpose of maintaining skills and meeting requirements of Illinois School Bus Driver Permit.
- Communicates with parents, students, teachers, administrators, etc. for the purpose of conveying and/or receiving information.
- Maintains discipline on school vehicles and reports discipline problem to the proper authority.
- Performs first aid as necessary for the purpose of meeting the immediate health care needs of passengers.

- Prepares routine reports according to district or departmental procedures for the purpose of providing written support and/or conveying information.
- Receives prior approval to change a route by keeping to assigned route and schedule, and notifying a dispatcher if running late.
- Collaborates with other personnel as may be required for the purpose of ensuring an efficient and effective work environment.
- Performs other functions as assigned and requested.

Job Requirements: Skills, Knowledge, Abilities and Responsibilities

The qualifications listed are representative of the knowledge, skill, ability, physical demands and working conditions required for this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Demonstrates support for the mission, beliefs and goals of Troy Community Consolidated School District 30C and the Department of Transportation Services.
- Uphold the established Board of Education policies, regulations and administrative procedures.
- Interest in the well-being of all students. Previous work or volunteer experience with children is preferred.
- Maintain confidentiality in matters relating to staff, students and administrators.
- Learn and observe safety practices.
- Administer first aid.
- Operating school buses and related equipment and knowledge of pertinent codes, policies, regulations and/or laws.
- Uses a two-way radio.
- Operate all adaptive equipment assigned to the bus and to the assigned students, including the adaptive transportation lift and child safety seats, restraints, special equipment, etc.
- Attentive to detail.
- Exercise good judgment.
- Work without close supervision.
- Communicate with diverse groups.
- Follow written and verbal instructions in English.
- Establish and maintain effective working relationships
- Meet deadlines and schedules.
- Set priorities.
- Multi-tasking.
- Work under limited supervision following standardized practices and/or methods.
- Leading, guiding, and/or coordinating others.
- Operating within a defined budget.
- Maintain a valid Commercial Driver's License.
- Maintain a valid Illinois School Bus Permit.
- Demonstrates professionalism and contributes to a positive work environment.
- Maintains an acceptable attendance record and is punctual.

Term of Employment

At-Will Employee Status

Completion of mandated training through Global Compliance Network within first 45 days of employment.

Evaluation Performance of this job will be evaluated in accordance with the provisions of the Board's policy on evaluation of Educational Support Personnel.

Employee Signature

Date