

SUBSTITUTE-CLASSIFIED BUS DRIVER

Purpose Statement

The job of Substitute-Classified Bus Driver was established for the purpose/s of transporting students over scheduled routes and/or to/from special excursions; ensuring vehicle operation is in safe operating condition; and ensuring safety of students during transport, loading and unloading from buses.

This job is distinguished from similar jobs by the following characteristics: this is a non-benefited, temporary assignment. Regular positions that could potentially be substituted for under this job description include: Bus Driver.

This job reports to Program Facilitator

Essential Functions

- Administers first aid and medications, as needed, for the purpose of meeting immediate health care needs.
- Advises students and other passengers of appropriate behavior for the purpose of reinforcing regulations and maintaining passenger safety.
- Assesses incidents, complaints, accidents, and/or potential emergency situations for the purpose of resolving and/or recommending a resolution to the situation.
- Cleans interior and exterior of school buses for the purpose of maintaining vehicle in a safe and sanitary condition.
- Conducts emergency evacuation drills for the purpose of ensuring efficiency of procedures and complying with mandated requirements.
- Drives school bus for the purpose of transporting passengers over scheduled routes to and from school and/or field trips in a safe and timely manner.
- Performs pre-trip and post-trip inspections (e.g. fluid levels, tire pressure, exterior condition, etc.) for the purpose of ensuring the safe operating condition of the vehicle and complying with mandated guidelines.
- Prepares written materials (e.g. field trip reports, incident reports, inspection records, passenger misconduct, mileage logs, student counts, routing information, etc.) for the purpose of documenting activities, providing written support and/or conveying information.
- Removes snow from buses for the purpose of maintaining a safe environment.
- Reports observations and/or incidents (e.g. discipline, accidents, inappropriate social behavior, etc.) for the purpose of communicating information to appropriate personnel.
- Responds to inquiries (e.g. students, parents, other school personnel, etc.) for the purpose of providing information and/or direction.
- Supervises students and other passengers during transit for the purpose of maintaining safety and following district policy.

Other Functions

- Attends meetings and trainings for the purpose of maintaining skills and meeting the certificate requirements of a school bus driver.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: preparing and maintaining accurate records; operating equipment used in school bus servicing and maintenance; and operating school bus safely.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: health standards and hazards; safety practices and procedures; laws, rules, and regulations pertaining to school bus operations and pupil transportation including appropriate Wyoming State Motor Vehicle Code and the Education Code; safe driving principles and practices; and first aid principles and practices.

ABILITY is required to schedule activities and/or meetings; gather, collate, and/or classify data; and consider a variety of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and utilize equipment under a variety of conditions for multiple purposes. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is significant. Specific ability-based competencies required to satisfactorily perform the functions of the job include: communicating clearly and concisely, both orally and in writing; establishing and maintaining positive and harmonious relationships in multiple settings; meeting deadlines and schedules; reading, interpreting, and following rules, regulations, policies, and procedures; following oral and written directions; and working independently.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; providing information and/or advising others; and operating within a defined budget. Utilization of resources from other work units may be required to perform the job's functions. There is some opportunity to significantly impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 75% sitting, 10% walking, and 15% standing. The job is performed under some temperature extremes and under conditions with some exposure to risk of injury and/or illness.

Experience Job related experience with increasing levels of responsibility is required.

Education High School diploma or equivalent.

Equivalency None Specified

Required Testing

- DOT Physical Exam
- DOT Random Alcohol & Drug Testing

Certificates & Licenses

- CPR/AED First Aid Certificate within 90 days of hire
- CDL with Bus Endorsement, S & P Endorsements, and Air Brake Endorsement within 3 months of hire

Continuing Educ. / Training

None Specified

Clearances

- Criminal Justice Fingerprint/Background Clearance
- MVR (Motor Vehicle Record) Clearance

FLSA Status

Non Exempt

Approval Date

07/01/2014

Salary Grade

Classified 49

I HAVE READ AND UNDERSTAND THE SCOPE OF THE JOB AND HOLD THE MINIMUM REQUIREMENTS:

Employee Name (Please Print): _____

Employee Signature: _____ Date: _____