

## **Substitute-Classified Bus Driver**

### **Purpose**

The job of Substitute-Classified Bus Driver is done 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 reports to Program Facilitator.

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 is a “safety-sensitive” position.

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### **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; 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.

### **Work 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 identified

### **Required Testing:**

DOT Physical Exam  
DOT Random Drug and Alcohol Testing

### **Certificates and Licenses:**

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

### **Continuing Educ. / Training:**

None identified

### **Clearances:**

Criminal Justice Fingerprint/Background Clearance  
DOT Pre-employment Drug and Alcohol Testing  
MVR (Motor Vehicle Record) Clearance

### **FLSA Status**

Non Exempt

### **Approval Date**

07/01/2018

### **Salary Grade**

Classified Substitute Schedule

**I have read and understand the scope of the job and hold the minimum requirements:**

**Employee Name (Please Print):** \_\_\_\_\_

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_