

Substitute Bus Driver

Classified Position - 8946

<u>Salary</u> Category 3 per Salary Schedule	<u>Days</u> As Needed	<u>Reports to:</u> Assigned Assistant Superintendent or Director
---	--------------------------	--

SCOPE OF RESPONSIBILITIES

Operate a school bus over designated routes in accordance with time schedules, picking up and discharging students; provide safe and efficient transportation for District students to and from school, special events and field trips; perform daily inspections and operator maintenance of vehicle; assist in the loading and unloading of physically and mentally handicapped students as necessary

REPRESENTATIVE DUTIES / ESSENTIAL FUNCTIONS

1. Drive a school bus over designated routes in accordance with specified time schedules and in accordance with regulations and laws related to pupil transportation in the State following specified schedules; transport students to and from school, special events and field trips
2. Pick up and discharge students, under varying weather conditions, at established bus stops; report incidents which affect the safety of students
3. Maintain bus in a safe operating condition through prescribed daily vehicle inspections and driver maintenance including cleaning windows, mirrors and bus interior; check and maintain fuel, oil and water levels; check brakes, brake lights and doors; report mechanical defects and malfunctions to appropriate personnel
4. Maintain order and discipline among students on bus following District policies and procedures regarding disciplining of students and contact with school officials, parents and the public; interact with parents regarding questions, concerns and disputes
5. Perform emergency bus evacuation drills as required by Kentucky Administration Regulations
6. Transport physically handicapped and mentally handicapped children to and from designated locations; lift and secure wheel chairs; assist in the loading and unloading of handicapped children as necessary
7. Observe applicable local, State and federal policies, procedures and guidelines.
8. Fuel and clean exterior and interior of buses including picking up debris, sweeping and mopping floor, wiping upholstery and cleaning headlights
9. Maintain records concerning vehicle maintenance, miles driven and number of children transported and other related matters; prepare student conduct, incident and accident reports
10. Attend safety and preventive emergency meetings when required
11. Utilize two-way radio for bus to bus and bus to base communication
12. Perform first aid according to established guidelines and procedures
13. Utilize Positive Behavior Interventions and Supports (PBIS) as outlined at the school/district
14. Maintain regular and predictable attendance
15. Adhere to the professional code of ethics
16. Successfully utilize technology as appropriate in job function
17. Perform related duties as assigned

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

- Safe driving practices
- Provisions of the State Motor Vehicle code and Kentucky Administration
- Regulations applicable to the operation of vehicles transporting students
- First aid practices
- Interpersonal skills using tact, patience and courtesy

ABILITY TO:

- Operate a school bus over designated routes in accordance with time schedules picking up and discharging students

- Maintain order and discipline among students while driving a school bus
- Maintain assigned vehicle in a clean and safe operating condition
- Recognize equipment malfunctions and take appropriate action
- Learn designated bus routes including stops and traffic hazards
- Maintain routine records
- Establish and maintain cooperative and effective working relationships with others
- Understand and follow oral and written directions
- Meet schedules and time lines
- Communicate effectively both orally and in writing
- Learn, apply and explain rules, regulations, policies and procedures
- Observe legal and defensive driving practices
- Assist in loading and unloading handicapped children as necessary

PHYSICAL DEMANDS

	Seldom/Rare	Occasional (up to 1/3 of work day)	Frequent (1/3 to 2/3 of work day)	Repetitive (2/3 or more of work day)
Standing/Walking		X		
Sitting				X
Handle/Finger/Feel				X
Reach/Push/Pull				X
Bend/Stoop/Crouch		X		
Kneel/Crawl	X			
Climb/Balance		X		
Lift/Carry (Check Frequency)				
Up to 10 lbs.		X		
Up to 20 lbs.		X		
Up to 50 lbs.		X		
Up to 100 lbs.	X			
Over 100 lbs.	X			

MINIMUM QUALIFICATIONS

1. Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law
2. One year experience in the operation of a motor vehicle
3. Valid Kentucky Commercial Class B driver's license, including passenger endorsement; School Bus Certificate; must pass driving record check

The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this job classification. They are not intended to be a complete list of responsibilities, duties and skills required of personnel so assigned. Responsibilities and duties assigned are at the discretion of the supervisor.