



Job Title:	Substitute Bus Driver	Wage/Hour Status:	Non-Exempt
Reports To:	Director of Transportation	Pay Grade:	Transportation Pay Group 3
Dept. /School:	Transportation Department	Date Revised:	11/09/2011

Primary Purpose:

To temporarily replace a regularly assigned driver who is not present for duty. Operate school bus that transports students and other authorized personnel to and from schools or other designated location.

Qualifications:

Education/Certification:

Valid Texas commercial driver's license (Class B)
Current certification in cardio-pulmonary resuscitation (CPR)
Certified in non-violent crisis intervention procedures

Special Knowledge/Skills:

Must be 20 years of age
Pass physical examination (annually)
Ability to pass alcohol and drug test
Ability to complete required bus driver safety training
Ability to follow written and verbal instructions
Ability to read a map
Ability to communicate effectively
Knowledge of student discipline procedure
Ability to manage student behavior
Ability to operate bus
Ability to learn multiple routes

Experience:

None

Major Responsibilities and Duties:

Vehicle Operation:

1. Follow multiple routes and adhere to established schedules for assigned route on any given day.
2. Drive bus to and from extracurricular activities.
3. Check bus for mechanical defects before and after each operation using the district form for reporting.

4. Report all accidents, vehicle damage, student injuries, and mechanical failures. Complete required reports.
5. Keep assigned bus clean and fueled.

Student Management:

6. Help students with disabilities get on and off bus, according to their individual needs.
7. Supervise students while they board and leave the bus and cross the street.
8. Discharge students only at authorized stops.
9. Learn and adapt to each student's special medical, physical, communicative and emotional needs.
10. Maintain discipline; report student discipline problems to appropriate administrator.
11. Instruct students on safe riding rules and regulations.
12. Transport only authorized students.
13. Enforce regulations against smoking and eating on the bus.

Safety:

14. Observe all traffic laws and safety regulations for school buses.
15. Inspect bus by checking fuel, oil, water, tires, lights, brakes, and steering to ensure bus can be operated safely before driving.
16. Ensure proper condition of emergency equipment, such as first aid kit, fire extinguisher, flags, fuses, crow bar, and reflector.
17. Correct unsafe conditions in work area that could cause an accident and inform supervisory of any conditions that are not correctable immediately.
18. Report any hazardous conditions along the route.

Other:

19. Operate two-way radio equipment to communicate with transportation office.
20. Work irregular hours as needed.
21. Attend and complete required training program to maintain safety certification.
22. Other duties as assigned.

Supervisory Responsibilities:

None

Equipment Used:

School bus, safety equipment (flares, reflective signs), fire extinguisher.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control. Continual sitting, reaching, and repetitive hand and arm motions. Work outside and inside; moderate exposure to extreme temperature (hot) and vehicle fumes

NOTE: The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, or skills that may be required.