

FRENCHTOWN SCHOOL DISTRICT

SUBSTITUTE BUS DRIVER

QUALIFICATIONS:

1. Driver has a minimum of five (5) years of licensed driving experience.
2. Driver is the holder of a valid chauffeur's license.
3. Driver has filed with the district a satisfactory Department of Transportation medical examination report signed by a licensed physician of the State of Montana on a form provided the Office of the Superintendent of Public Instruction, or the Department of Transportation.
4. Driver has completed a standard first-aid course or equivalent and holds a valid certificate from an authorized instructor. The issuance of this certificate shall be governed by rules and regulations established by the Superintendent of Public Instruction.
5. Driver has complied with any other qualifications established by the Board of Public Education.
6. Driver has acceptable Department of Motor Vehicle report with no references to DUI history.
7. Ability to lift and move a minimum of 50 pounds on a regular basis.

REPORTS TO:

Transportation Director

JOB GOAL:

To transport students both to and from school in the most prudent and safe manner possible.

PERFORMANCE RESPONSIBILITIES:

1. Operate the assigned school bus in accordance with Montana Motor Vehicle Codes, Board of Public Education policy, regulations of the Superintendent of Public Instruction of Montana and written policy of the school district.
2. Maintain conduct expected of all school district employees. Please see school policy pertaining to discipline, confidentiality, rumor control, and problems with co-workers, students, parents, etc.
3. Appear on time and for each day's assignment in a manner acceptable to the Transportation Director and Frenchtown School District. [It is expected of each route driver to arrive 15 minutes prior to departure time. This paid time is allowed for doing pre-trip inspection of the anticipated route, and/or any necessary cleaning. Allowing time for mechanic to prioritize and repair.]
4. Perform the services of a school bus driver over the route or such other routes as the school district requests, according to the direction of the Transportation Director.
5. Perform pre-trip inspection before morning and afternoon routes, report malfunctions or defects to the Transportation Director and/or Bus Mechanic. (see item #12 for specifics) A clipboard by the office door is provided for the driver's convenience and or daily reporting of repairs for the mechanic.
6. Keep such records and make reports as requested by the school district and Transportation Director.
 - a. List of students
 - b. Seating chart
 - c. Information for transportation forms required by State of Montana
 - d. Special discipline instructions
 - e. Current map of route with am/pm stop times
 - f. Accident procedure packet
7. Report all accidents immediately to appropriate officials and complete accident report form within twenty-four (24) hours of the accident (See accident policy.) Accident packets are provided on all buses.
8. Maintain current School Bus Driver certification through the Montana Office of Public Instruction and Department of Transportation. In addition First Aid (3 years) certification and a Department of Transportation physical (2 years) are required. Random drug testing as required. A mandatory yearly physical, as required and recommended by the Department of Transportation, will be required for all drivers that have reached the age of 65 and for those drivers, at any age, that have medically documented conditions which could adversely affect job performance.
9. Keep bus interior clean, bus fueled and equipped for weather conditions, including chains when needed.
 - a. Sweep once a day or as needed
 - b. Empty trash on Friday or as needed

- c. Clean interior windows as needed
 - d. Clean outside windows and mirrors as needed
 - e. Dust once a week or as needed
 - f. Stock bus with paper towels, trash bags, cleaner, etc.
 - g. Check seats once daily for vandalism and act upon accordingly
 - h. A bus inspection will be conducted once a week for cleanliness and condition by the Transportation Director.
- 10. Maintain and provide an orderly and safe environment, free of harassment during the school bus route. Report discipline problems to appropriate principals. Make necessary calls to parents as requested by the administration.
 - 11. Attend meetings as directed by the Transportation Director, Principals and Superintendent.
 - 12. Perform necessary route pre-trip inspections before each route.
 - a. Warm bus
 - b. Check all safety lights to see that they are functional and lack cracks or missing lenses and are clean and visible to the outside motorist.
 - c. Check mirrors for cleanliness and visibility.
 - d. Check windows for cleanliness and visibility.
 - e. Check horn.
 - f. Check tires for inflation and tread.
 - g. Open emergency door, checking alarm and for proper operation
 - h. Check gauges
 - i. Check safety equipment (triangles, fire extinguisher, and first aid kit).
 - j. After pm route, check for sleepers
 - 13. Evacuation to be done at least twice a year, 1st semester, and the beginning of the 2nd semester. Evacuations to be performed at the Frenchtown High School student parking lot or local State Park for all K-12 students.
 - 14. Follow accident procedure.
 - 15. Report road hazard or safety concerns to the Transportation Director.

TERMS OF EMPLOYMENT:

This is an on-call position. No guarantee of hours. Driver days match regular school student calendar. Substitute wage is determined by Frenchtown School District School Board. Meetings, field trips, and extra-curricular trips wage rates are based on current rates as determined by the Frenchtown School District Board of Trustees.

It is the prerogative of the District to assign staff so as to best meet the needs of the District.

A pre-employment physical is required for this position in regards to the 50 pound lift and move requirement.