

Job Title: Substitute Bus Driver
Reports to: Transportation Supervisor
Work Schedule: On-Call Basis
Salary: Salary Schedule #14-E1&2-04

Position Summary:

In the absence of the regular employee, the Substitute Bus Driver is responsible for transporting students and other authorized persons over regular school routes in all types of weather conditions including but not limited to fog, rain, hail, sleet, snow, and ice.

Essential Job Functions:

This list of essential job functions is not exhaustive and may be supplemented as necessary. Depending upon individual assignment, the employee may perform all or a combination of several of the following duties:

- Drive a school bus on scheduled routes and/or on all types of trips in support of district approved activities both within and outside of the school district boundaries
- Service, inspect, and clean buses and related equipment as required by state and district policy
- Maintain control of student passengers as related to safety and report unsafe acts or conditions which require attention of any person other than the driver
- Legible and accurate complete forms, records, timesheets, trip requests, route studies, trouble reports misconduct reports, accident reports, and other clerical type activities as may be required by the state or district policies and procedures
- Operate school bus in accordance with Washington State laws and policies promulgated by Superintendent of Public Instruction
- Attend all mandatory classes related to school bus authorization
- Operate and service all school bus equipment and accessories including but not limited to fire extinguishers, highway warning kits, snow chains, sanders, first aid kits, etc.
- Perform required operational and safety inspections of the school bus and all related equipment
- Clean and service the school bus to include interior/exterior; sweeping and washing; installation of fuel, oil, and coolant; tire inflation, etc.
- Operate all hand and foot controls installed in bus as requirement by Washington State (minimum) School Bus Specifications
- Perform basic first aid/CPR as appropriate
- Maintain updated knowledge of district policies and procedure that affect this position
- Maintain consistent presence at assigned worksite and regular work hours
- Professionally interact with students, staff, and public
- Comply with all district policies and procedures
- Perform related duties as assigned

Desired Skills:

- Ability to communicate effectively in writing and orally in English with students, parents, and staff
- Ability to physically assist ill or physically impaired students to enter or exit the bus through the passenger service door
- Ability to meet the physical and mental standards necessary to perform the duties, tasks, and responsibilities of a school bus driver as described by law
- Ability to move about in an overturned bus as required to provide evacuation assistance to students on the bus
- Hearing capability must be sufficient to detect and distinguish traffic sounds occurring from any direction outside bus such as horns, whistles, sirens, trains, bells, etc from a distance which will allow adequate time for defensive or evasive action to avoid hazardous situations as required by law
- Vision must be 20/40 in best eye with or without correction, approximately 140 degrees peripheral which as a single criteria shall not be excluding, and depth perception adequate to reasonable determine distance and closing rate of other moving vehicles. Eye coordination to avoid diplopia, color vision must be adequate to distinguish the colors red, green, and amber of a traffic light as require by law.

Minimum Qualifications:

- High School Diploma or equivalent preferred)
- Washington State Driver's Abstract required
- Minimum of 5 year's driving experience
- Successful completion of comprehensive driving course Washington State Commercial Driver's License with applicable endorsements to obtain a School Bus Driver authorization from the Superintendent of Public Instruction
- Valid 1st Aid/CPR Card
- Clearance through drug /alcohol screening
- Ability to communicate effectively in writing and orally in English with students, parents, and staff
- Experience and/or training with cultural, ethnic, and language diversity preferred
- Successful Washington State Patrol and Federal Bureau of Investigation Fingerprint Clearance
- Proof of Immunization (if born 1/1/57 or later)
- I-9 Employment Eligibility in compliance with the Immigrations Reform and Control Act
- Completion of all district-required trainings thirty (30) calendar days from hire date

Work Environment:

The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. Driver will be working independently in all types of inclement weather and must be prepared to perform any added duties because of this. Necessary tasks may include but are not limited to pushing, pulling, bending, lifting, squatting, running, climbing, and jumping. Driver will be responsible for safe evacuation of all students from bus when warranted. Driver will have to be constantly alert and aware of all safety factors. Driver is required to deal with a wide range of student behaviors that may include angry or distraught students. This list of working conditions is not exhaustive and may be supplemented as necessary.

Evaluation

The substitute shall be evaluated by the Transportation Supervisor pursuant to the currently established district procedures and evaluation criteria.

Classification History

Job description developed January 2006.

Job description revised April 2012.

Job description revised January 2016.