**JOB DESCRIPTION FOR: Substitute Bus Driver**

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REPORTS TO: Assistant Superintendent for Student Services and Support, or Director of Transportation

QUALIFICATIONS: High school diploma, G.E.D., certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law, and any other criteria as established by the Board of Education

GENERAL RESPONSIBILITIES:

To provide safe and efficient transportation for the students of the Elizabethtown Independent Schools.

DUTIES:

1. Have and maintain a good driving record.
2. 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. Operate the bus schedule as directed by the Director of Transportation.
3. Supervise the loading and unloading of students. Pick up and discharge students, under varying weather conditions, at established bus stops; report incidents which affect the safety of students.
4. 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.
5. Complete the driver inspection report daily.
6. Keep vehicle fueled in accordance with guidelines of transportation supervisor.
7. Maintain records concerning vehicle maintenance, miles driven and number of children transported and other related matters; prepare student conduct, incident and accident reports.
8. Clean the bus as needed.

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JOB DESCRIPTION FOR: Substitute Bus Driver (Continued)

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1. Maintain order and discipline among students on bus following district policies and procedures regarding disciplining of students. Report any misconduct of students on the bus to the principal.
2. Transport handicapped students to and from designated locations; lift and secure wheel chairs; assist in the loading and unloading of handicapped children as necessary.
3. Observe applicable local, state and federal policies, procedures and guidelines.
4. Attend safety and preventive emergency meetings when required; attend all bus driver training sessions as required.
5. Utilize two-way radio for bus to bus and bus to base communication.
6. Perform first aid according to established guidelines and procedures.
7. Perform other duties as assigned by Director of Transportation, Assistant Superintendent for Student Services and Support, and/or the Superintendent of Schools.

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APPROVED BY:ELIZABETHTOWN BOARD OF EDUCATION *April 18, 2016*

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