|  |  |  |
| --- | --- | --- |
|  | **JOB TITLE** | SUBSTITUTE BUS DRIVER |
| **REPORTS TO** | TRANSPORTATION DIRECTOR |
| **SALARY SCHEDULE/GRADE** | TRANSPORTATION SERVICES |
| **CONTRACTED DAYS AND/OR HOURS** | AS NEEDED |
| **EXEMPT STATUS** | NON-EXEMPT |
| **JOB CLASS CODE** | 8941 |
| **POSITION CLASSIFICATION** | SUBSTITUTE |
| **DATE APPROVED** |  |

|  |
| --- |
| **QUALIFICATIONS** |
| 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. |
| One year experience in the operation of a motor vehicle. |
| Valid Kentucky Commercial Class B driver's license, including passenger endorsement; School Bus Certificate. |
| Must pass driving record check. |

|  |
| --- |
| **POSITION SUMMARY** |
| Operate a school bus over designated routes, picking up and discharging students, in accordance with time schedules in the absence of full-time staff; Provide safe and efficient transportation for District students to and from school, special events, and field trips in the absence of full-time staff. |

|  |
| --- |
| **DISTRICT AND SCHOOL PRIORITY ALIGNMENT** |
| Align actions with district and school values and core priorities.  Evaluated based on the efficacy of aligned actions. |

|  |
| --- |
| **PERFORMANCE RESPONSIBILITIES** |
| Drive a school bus in accordance with regulations and laws related to pupil transportation in the State of Kentucky following  specified schedules; transporting students to and from school, special events, and field trips. |
| Pick up and discharge students, under varying weather conditions, at established bus stops. |
| Perform daily inspections and operator maintenance of vehicle; assist in the loading and unloading of special needs students as necessary. |
| Report incidents which affect the safety of students. |
| Perform routine maintenance to ensure safe operating conditions through prescribed daily vehicle inspections 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. |
| Maintain order and discipline among students on bus adhering to Nelson County Schools district policies and procedures. |
| Maintain contact with school officials, parents and the public; interact with parents regarding questions, concerns and disputes. |
| Perform emergency bus evacuation drills as required by Kentucky Administration Regulations. |
| Transport special needs children to and from designated locations; lift and secure wheelchairs; assist in the loading and unloading of special needs children as necessary. |
| Observe applicable local, state and federal policies, procedures and guidelines. |
| Clean exterior and interior of bus including picking up debris, sweeping and mopping floor, wiping upholstery and cleaning windows, headlights and taillights. |
| Maintain records concerning vehicle maintenance, miles driven, number of children transported and other related matters; prepare student conduct, incident and accident reports. |
| Attend safety and preventive emergency meetings when required. |
| Utilize two-way radio for bus to bus and bus to base communication. |
| Perform first aid according to established guidelines and procedures. |
| Use modern technology for communication and verification of documents. |
| Demonstrate a commitment to professional growth. |
| Demonstrate punctuality and regular attendance. |
| Maintain appropriate professional appearance. |
| Adhere to the appropriate code of ethics. |
| Perform other duties as assigned by Superintendent or designee. |

|  |
| --- |
| **KNOWLEDGE AND ABILITIES** |
| 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 read and comprehend bus routes and schedules. |
| General knowledge of the geographical area. |
| Requires the ability to communicate effectively using speech, vision and hearing. |
| Basic computer skills. |

|  |
| --- |
| **PHYSICAL DEMANDS** |
| Work is performed while standing, sitting and/or walking. |
| Requires the ability to enter and exit the bus through all emergency exits. |
| Requires the use of hands for simple grasping and fine manipulations. Requires bending, squatting, crawling, climbing, reaching. |
| Requires the ability to lift, carry, push or pull medium weights, up to 50 pounds. |
| Requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, and exposure to dust, fumes and gases. |
| Must pass CDL Physical. |