TITLE: **Substitute Bus Driver**

QUALIFICATIONS:

1. Has a high school diploma or G.E.D. certificate
2. Has the ability to read and follow written directions
3. Has one year of experience in the operation of a motor vehicle
4. Must be 21 years of age
5. Must hold a Commercial Driver's License-Class B- Endorsement P & S, that is valid for interstate driving, and a Kentucky School Bus Driver Certificate
6. Must pass a driving record check
7. Must have sufficient driving skills and ability to drive a school bus
8. Has demonstrated the ability to communicate with staff, parents, and students
9. Must have valid certification in CPR/First Aid training

REPORTS TO: Transportation Coordinator/Director of Transportation

JOB GOAL: To provide safe and efficient transportation so that students may enjoy the fullest possible advantage from the District's curricular and extracurricular program

PERFORMANCE RESPONSIBILITIES:

1. Be familiar with and follow written codes, regulations, policies, procedures and directions from supervisor related to job responsibilities
2. Operate the bus at all times in a manner that provides maximum safety and comfort for the students
3. Supervise the seating of students, and make sure that all seats are filled before any pupil is permitted to stand in the aisle
4. Transport only students authorized to ride the assigned bus
5. Report any overcrowded conditions to the Manager Transportation
6. Attend training sessions and drivers' meetings
7. Obey all traffic laws and observe all and mandatory safety regulations
8. Maintain student discipline when students are on the bus
9. Report undisciplined students to the proper authority
10. Clean inside of assigned bus daily and the outside as needed to make the bus visible and the lettering clean
11. Adhere to an assigned bus route schedule
12. Inspect bus prior to each operation for mechanical defects
13. Notify the proper authority in the case of mechanical failure or lateness
14. Discharge students at authorized stops only
15. Report all accidents and complete required reports
16. Enforce school bus rider regulations
17. Keep route records as required
18. Perform other duties consistent with the position assigned as requested by the supervisor

TERMS OF EMPLOYMENT:

* Hourly (G 33; Step 0)
* As Needed
* Board approved