

**POWELL COUNTY SCHOOLS
JOB DESCRIPTION**

POSITION TITLE: Substitute Bus Driver

REPORTS TO: Director of Transportation and Transportation Area Assistant

BASIC FUNCTION: Operate a school bus over designated routes in accordance with time schedules, picking up and discharging students; provide safe and efficient transportation for District students to and from school, special events and field trips; perform daily inspections and operator maintenance of vehicle; assist in the loading and unloading of physically and mentally handicapped students as necessary.

REPRESENTATIVE DUTIES: The terms of employments are designated by the contract.

- ☐ 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.
- ☐ Pick up and discharge students, under varying weather conditions, at established bus stops; report incidents which affect the safety of students.
- ☐ 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.
- ☐ Maintain order and discipline among students on bus following District policies and procedures regarding disciplining of students and 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 physically handicapped and mentally handicapped children to and from designated locations; lift and secure wheel chairs; assist in the loading and unloading of handicapped children as necessary.
- ☐ Observe applicable local, State and federal policies, procedures and guidelines.
- ☐ Fuel and clean exterior and interior of buses including picking up debris, sweeping and mopping floor, wiping upholstery and cleaning headlights.
- ☐ Maintain records concerning vehicle maintenance, miles driven and 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.
- ☐ Perform related duties as assigned.

Bus Driver (Continued)

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- ☐ 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:

- ☐ Operate a school bus over designated routes in accordance with time schedules, picking up and discharging students.
- ☐ Maintain order and discipline among students while driving a school bus.
- ☐ Maintain assigned vehicle in a clean and safe operating condition.
- ☐ Recognize equipment malfunctions and take appropriate action.
- ☐ Learn designated bus routes including stops and traffic hazards.
- ☐ Maintain routine records.
- ☐ Establish and maintain cooperative and effective working relationships with others.
- ☐ Understand and follow oral and written directions.
- ☐ Meet schedules and time lines.
- ☐ Communicate effectively both orally and in writing.
- ☐ Learn, apply and explain rules, regulations, policies and procedures.
- ☐ Observe legal and defensive driving practices.
- ☐ Assist in loading and unloading handicapped children as necessary.

PHYSICAL DEMANDS:

- ☐ Work is performed while standing, sitting and/or walking
- ☐ Requires the ability to communicate effectively using speech, vision and hearing
- ☐ 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 to heavy weight

EVALUATION: Annual development of Professional Growth Plan. Annual evaluation of job performance by supervisor.

EDUCATION AND EXPERIENCE: 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 and one year experience in the operation of a motor vehicle.

LICENSES AND OTHER REQUIREMENTS: Valid Kentucky Commercial Drivers License with Class B driver's license with a Passenger and School Bus Endorsement; must pass driving record check

Most recent approval by the Powell County Board of Education	Date:
Printed name of employee receiving job description.	
Employee Agreement: I have read and fully understand the foregoing job description and am aware of nothing that would prohibit my performing those duties in a competent, efficient manner.	
Employee Signature:	Date: