Bus Driver Substitute

Rev. Dec 2019

Reports to: Director of Transportation

Dept./Campus: Transportation

Status: Non-Exempt

Paygrade: Hourly

Term: On Call As Needed

PRIMARY PURPOSE:

Operate school bus and related equipment to provide safe and orderly transportation of students and other authorized persons on assigned route and to and from other designated locations.

MAJOR RESPONSIBILITIES AND DUTIES

- **Vehicle Operation**
  - Drive bus daily following assigned route and adhering to established schedules.
  - Drive bus to and from extra-curricular activities.
  - Anticipate problems such as traffic, weather, road conditions, and schedule changes and make necessary adjustments to ensure student safety and reduce delays.
  - Perform pre and post-trip inspections according to specifications to ensure a bus can be operated safely and notify supervisor of needed repairs. Keep assigned bus clean and maintain appropriate level of fuel.
  - Report all accidents, vehicle damage, student injuries, and mechanical problems and complete required corresponding reports.
- **Student Management**
  - Instruct students on safe entering, exiting, and passenger rules and regulations. Supervise students while they board and leave the bus and cross the street.
  - Maintain discipline and use effective behavior management control over groups of students. Report student discipline problems to appropriate administrator and communicate with teachers and parents regarding student's behavior when warranted.
  - Perform emergency evacuation of students on bus when the situation(s) warrant(s).
- **Other**
  - Operate and monitor two-way radio equipment to communicate with transportation office and other drivers.
  - Complete and maintain accurate, up-to-date, and timely records and reports including but not limited to those related to bus mileage, gas, oil consumption, and number of passengers transported.

SUPERVISORY RESPONSIBILITIES

- None

The above statements are not an exhaustive list of responsibilities, duties, and skills that may be required.
All GISD employees are expected to maintain an extreme degree of confidentiality by following the
Family Educational Rights and Privacy Act (FERPA) for student information
and the *Health Insurance Portability and Accountability Act of 1996 (HIPAA)* for employee and student information.

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QUALIFICATION GUIDELINES

Education/Certification/Experience:

- Must be 18 years of age. Clear and valid Texas driver's license. Clear and valid Texas commercial driver's license with Passenger (P) and School Bus (S) endorsements preferred.

Knowledge/Skills/Abilities:

- Ability to pass U.S. Department of Transportation alcohol and drug tests and annual physical exam
- Ability to complete required bus driver safety training
- Ability to follow written and verbal instructions
- Ability to use maps and Global Positioning Systems (GPS) to follow routes and locate addresses
- Ability to manage student behavior
- Ability to communicate effectively with others
- Ability to operate a school bus

Mental/Physical/Environmental Demands:

- Equipment used; school bus, two-way radio, GPS, safety equipment; including but not limited to flares, reflective signs, and fire extinguisher
- Prolonged sitting; frequent standing and twisting; occasional kneeling/squatting, bending, stooping, and pushing/pulling
- Prolonged driving; moderate walking; frequent climbing stairs, grasping/squeezing. Wrist and shoulder flexion/extension, and reaching
- Limited light lifting and carrying (less than 15 pounds) on a daily basis
- Frequent exposure to extreme hot and cold temperatures, noise, and vehicle fumes; work around moving vehicles; regularly work irregular hours, and occasionally work prolonged hours
- Maintain emotional control under stress