JOB TITLE:	SUBSTITUTE BUS DRIVER
DIVISION	HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	6 SUB-29
WORK YEAR:	AS NEEDED
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8951
BARGAINING UNIT:	SUBC

NEW: 08/07/2019

Submitted: 08/06/2019

SCOPE OF RESPONSIBILITIES
Drives a school bus in the absence of the regular driver when assigned to do so by the area coordinator or assistant area coordinator.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Operates the school bus in accordance with all laws, rules and regulations of the State Board of Education and the Jefferson County Public Schools
Adheres to schedule and routes provided by transportation services
Reports promptly to the area coordinator when unable to drive allowing adequate time for the assignment of another driver
Utilizes acceptable student management techniques and follows established procedures for reporting student management concerns to building Principals
Reports all accidents and/or injuries to assigned compound and transportation offices
Submits required reports and attends meetings when required by administrative staff
Completes appropriate form to report all vehicle safety and mechanical concerns
Provides effective communication with parents, students, community organizations, and District personnel
Performs other duties as assigned by supervisor
Completes all trainings and other compliance requirements as assigned and by the designated deadline

PHYSICAL DEMANDS
The work is primarily sedentary. The work requires the use of hands for simple grasping, pushing and pulling of arm controls and fine manipulations. The work requires the use of feet for repetitive movements. The work requires bending, squatting, crawling, climbing, reaching, with the ability to carry, push or pull medium weights. The work requires being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS
High School Diploma or G.E.D.
Valid commercial driver's license with evidence of good driving record
Must be 21 years of age

DESIRABLE QUALIFICATIONS
Knowledge of school system policies and procedures
Experience in working with children
Effective communication skills
Experience in a diverse workplace