



NEW: 08/07/2019  
 Submitted: 08/06/2019

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

**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