



REVISED:
07/01/2012

JOB TITLE:	SUBSTITUTE BUS DRIVER
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	IB, GRADE 5
WORK YEAR:	
FLSA STATUS:	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
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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

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

Practices effective written and verbal communication skills

DESIRABLE QUALIFICATIONS

Knowledge of school system policies and procedures

Experience in working with children