



# Longview Independent School District

## JOB DESCRIPTION SUBSTITUTE BUS DRIVER

<b>JOB TITLE:</b>	Substitute Bus Driver	<b>WAGE/HOUR STATUS:</b>	Non-Exempt
<b>REPORTS TO:</b>	Director of Transportation	<b>TERMS:</b>	As Needed
<b>DEPARTMENT:</b>	Transportation	<b>PAY GRADE:</b>	Manual Trades

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### PRIMARY PURPOSE:

Ensure safe and orderly transportation of students on assigned route; operate school bus that transports students and other authorized personnel to and from schools or other designated location

### QUALIFICATIONS:

#### Education/Certification:

Valid Texas commercial driver's license (Class B)

#### Special Knowledge/Skills:

- Must be 18 years of age
- Ability to pass alcohol and drug test
- Ability to complete required bus driver safety training
- Ability to follow written and verbal instructions
- Ability to communicate effectively
- Knowledge of student discipline procedure
- Ability to manage student behavior
- Ability to operate bus

#### Experience:

None

### MAJOR RESPONSIBILITIES AND DUTIES:

#### Vehicle Operation

1. Follow assigned route and adhere to established schedules
2. Drive bus to and from extracurricular activities



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### **MAJOR RESPONSIBILITIES AND DUTIES: (continued)**

#### **Vehicle Operation (continued)**

3. Check bus for mechanical defects before and after each operation and notify supervisor of needed repairs
4. Report all accidents, vehicle damage, student injuries, and mechanical failures; complete required reports
5. Keep records on bus mileage, gas and oil consumption, and number of passengers transported
6. Keep assigned bus clean and fueled

#### **Student Management**

7. Supervise students while they board and leave the bus and cross the street
8. Communicate with teachers and parents on a daily basis regarding student behavior while on bus
9. Maintain discipline; report student discipline problems to appropriate administrator
10. Instruct students on safe riding rules and regulations

#### **Safety**

11. Observe all traffic laws and safety regulations for school buses
12. Inspect bus by checking fuel, oil, water, tires, lights, brakes, and steering to ensure bus can be operated safely before driving
13. Ensure proper condition of emergency equipment, such as first aid kit, fire extinguisher, flags, fuses, crow bar, and reflector
14. Correct unsafe conditions in work area that could cause an accident and inform supervisory of any conditions that are not correctable immediately
15. Install snow chains during inclement weather
16. Report any hazardous conditions along the route



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### MAJOR RESPONSIBILITIES AND DUTIES: (continued)

#### Other

17. Operate two-way radio equipment to communicate with transportation office
18. Work irregular hours as needed
19. Attend and complete required training program to maintain safety certification
20. Comply with district policies, as well as state and federal laws and regulations
21. Adhere to the district's safety policies and procedures
22. Maintain confidentiality in the conduct of district business
23. Must be able to perform the essential functions of walking and interacting with students and/or district employees in the specific work site assigned (classroom or office setting)
24. Demonstrate regular and prompt attendance
25. Other duties as assigned

### EQUIPMENT USED:

School bus, safety equipment (flares, reflective signs), fire extinguisher

### SUPERVISORY RESPONSIBILITIES:

None

### WORKING CONDITIONS:

#### Mental Demands:

Reading, ability to communicate effectively (verbal and written); maintain emotional control under stress; interpret policy, procedures, and data



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### WORKING CONDITIONS:

#### Physical Demands/Environmental Factors:

Continual sitting, reaching, and repetitive hand and arm motions; work outside and inside; moderate exposure to extreme temperature (hot) and vehicle fumes; frequent standing, stooping, bending, pulling and pushing; prolonged use of computer terminal possible; district and state travel may or may not be required; frequent prolonged and irregular hours; possible biological exposure to bacteria and communicable diseases; specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus

**EVALUATION:** Auxiliary Evaluation

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required. This job description is not an employment agreement or contract. The administration has the exclusive right to alter this job description at any time without notice.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

ESTABLISHED/REVISED: May, 2013