

Job Description

Job Title: Substitute Bus Driver

Supervisor: Area Transportation Supervisor

Job Summary

Position is for CDL licensed drivers who only desire to work on a non-contracted substitute basis. Position offers flexible afternoon and evening hours. Position is responsible for operating a school bus and transporting school-aged children and other authorized personnel safely and efficiently over specified routes to and from schools and various activities. Position conducts pre-trip inspections; observes safety regulations and policies; enforces student discipline on the bus; and performs related work.

Essential Duties

1. Ensure Area Transportation Supervisor has written notice of desired work hours beginning at 1:00 PM through the evening after-school programs.
2. Provide Area Transportation Supervisor written notice at least one (1) week in advance of any desired change in schedule.
3. Communicates with the dispatcher or Area Transportation Supervisor for any changes in assigned bus routes or new student passengers, including communicating orally while the bus is in motion when needed.
4. Ensures the bus can be operated safely before driving and conducts pre-trip safety inspections as required by federal and state laws to include observing visual defects and checking operating systems to include brakes, horn, lights, emergency flashers, extended stop arms, and door-opening devices.
5. Operates the vehicle safely over an assigned route, picking up and delivering only authorized students at assigned bus stops, and watches to ensure that no one hurrying for the bus is left behind.
6. Keeps assigned time schedules, which may require driving during pre-day light and dusk periods, and makes every effort to be on time while ensuring safety.
7. Obeys all traffic laws and transportation practices as outlined in the CDL manual, Bus Driver Handbook, School Board Policy and local ordinances.
8. Observes all mandatory safety regulations for school buses and keeps all emergency exits clear of obstructions.
9. Secures wheelchairs, car seats, and other restraining devices on the bus as needed.
10. Maintains student discipline on the bus and enforces rules governing student conduct, including through oral communication when the bus is in motion.
11. Reports undisciplined students to the proper authority and compiles written reports as requested in accordance with the bus driver handbook and the Student's Rights and Responsibilities Handbook.
12. Conducts semi-annual bus evacuation drills as required by the Department of Education and implements evacuations as required in an emergency to include safely exiting from the rear of the school bus.
13. Reports all accidents immediately, requesting police or ambulance service as needed; assists injured persons until services arrive; and completes required accident reports.
14. Notifies the proper authority in cases of mechanical failure, safety deficiencies, when off schedule, or other incidents.
15. Regulates heating, cooling, and ventilating equipment provided on the bus for the comfort of passengers.
16. Drives students and teachers on field trips, extracurricular activities, and other special events, often in evenings and at night, as assigned.
17. Exercises responsible leadership and appropriate behavior when on out-of-division school trips.
18. Returns the bus to the assigned bus lot, performs a final inspection, and secures the bus according to procedures.
19. Participates in all required training.
20. Submits to drug testing when required.
21. Maintains a commercial driver's license as required by the State Department of Transportation and maintains Red Cross First Aid/CPR certification.
22. Hear and communicate orally when the bus is in motion. Communicate orally on a two-way radio with transportation dispatch and emergency services while the bus is in motion. Communicate effectively and positively with parents, students, staff and co-workers.
23. Models nondiscriminatory practices in all activities.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Other Duties

1. Keeps the assigned bus clean.
2. Maintains an assigned seating chart.
3. Reports all safety violations to include co-workers/personnel suspected of drinking alcohol or under the influence of drugs (to include over-the-counter drugs) while working.
4. Performs any other related duties as assigned by the Area Transportation Supervisor or other appropriate administrator
5. Follows all policies, rules and procedures.

Job Specifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

Must possess a high school diploma or GED. Must possess a valid commercial driver's license to operate a school bus or must acquire one prior to the completion of the division's classroom training course. Must possess basic first aid and CPR certification or must acquire such prior to the completion of the division's classroom training course. Must possess an excellent driving record in compliance with division standards, excellent driving skills, and must successfully complete the school division's bus driver training course. Must possess a good knowledge of procedures and federal/state laws governing the safe operation of a school bus prior to the completion of the division's training course. Must possess knowledge of, or the ability to accurately and quickly learn, local street and road systems. Must possess knowledge of, or the ability to accurately and quickly learn, how to properly secure a wheelchair, car seat, and other restraining devices on a school bus. Must possess the ability to maintain student discipline and ensure that student behavior is not a distraction to safe driving. Must possess the ability to recognize and report any unsafe act or condition. Must remain in compliance with state/division regulations regarding the use of controlled substances and alcohol as applied to school bus drivers. Must meet the mandated physical and mental requirements established by the state and the US Department of Transportation--the school division is not permitted to employ individuals that do not meet these standards. Must be capable of working independently and possess the ability to understand and follow through on oral and written instructions. Must possess the ability to communicate effectively and positively with students, parents, and faculty.

Working Conditions and Physical Requirements

Duties are performed on a school bus. While performing the duties of this job, the employee is frequently exposed to loud noise levels; fumes or airborne particles; noxious odors; vibrations from driving a bus; and traffic. The employee is occasionally exposed to moving mechanical parts, outside weather conditions and night-time driving. While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel; use foot controls to drive; reach with hands and arms; climb; bend, stoop, and kneel; and talk and hear. The employee must be physically able to perform and demonstrate emergency evacuation procedures. The employee must be able to communicate orally and hear on a two-way radio with transportation dispatch and emergency services while the bus is in motion. Employee must be able to communicate effectively and positively with parents, students, staff and co-workers. This includes the pushing/pulling of up to 50 pounds. In addition, have the ability to use emergency exits at any location on the bus. Specific vision abilities required by this job include close vision, distance vision, night/dusk vision, color vision, and peripheral vision.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is loud.

Supervision Exercised: None

Supervision Received: Area Transportation Supervisor

This job description in no way states or implies that these are the only duties to be performed by this employee. The Bus Driver will be required to follow any other instructions and to perform any other related duties as assigned by the Area Transportation Supervisor or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

Supervisor

Date

I acknowledge that I have received and read this job description.

Employee Name (Print)

Signature

Date

Revised 06/2024