

BOARD OF EDUCATION – DELAWARE CITY SCHOOLS
Job Description

Date: February 9, 2007

Title: **BUS DRIVER - SUBSTITUTE**

Reports To: Transportation Supervisor or the Director of Facilities and Transportation

Employment Status: Part Time

FLSA Status: Non-Exempt

Qualifications:

- * High school diploma or equivalent preferred
- * Valid Ohio CDL license class B or better with endorsement SP as a minimum
- * Certificate of completion for Ohio Pre-Service School Bus Driver Training
- * Current abstract from Bureau of Motor Vehicles without violations preferred
- * Current physical examination with drug and alcohol test with approval from our medical provider
- * Current driving certificate from superintendent
- * Flexible working hours a must to support assigned routes and extra field trips
- * Ability to communicate ideas and directives clearly and effectively both orally and in writing
- * Must have an active telephone for daily contact
- * Good health, physical stamina, fitness and vitality

General Duty: To safely operate a school bus in transporting students to and from their homes and schools and while on extra field trips.

Essential Functions:

1. On call availability to drive the school bus as assigned on routes, picking up and discharging students at designated locations and times.
2. Available as needed to drive the school bus on extra field trips as assigned.
3. Must observe all laws and regulations regarding the driving of a school bus at all times, including those adopted in the most current Delaware City Schools transportation handbook.
4. Maintain orderly conduct of students on the bus at all times.
5. Complete a written report on misconduct of bus students, when necessary, and submit this report to the appropriate school principal. Note – drivers are to be available for meetings with students and parents to resolve questions concerning misconduct.
6. Complete and update reports, as required, on the number and names of bus students, number of bus stops, route description, trip mileage, time, field trip sheets, fuel records, etc.
7. Perform daily pre-trip inspection procedure prior to first bus run as per current rules and regulations.
8. Report immediately in writing all mechanical deficiencies and failures to the bus garage mechanic – verbal reporting for emergency needs only.
9. Clean the inside of the bus daily and the outside of the bus as often as necessary to maintain a clean general appearance.
10. After each route walk to rear of the bus and inspect to verify all passengers are off of the bus.
11. Report all accidents to the State Highway Patrol and the transportation supervisor of the school system and to include documentation on State T-10 form and other forms as needed.
12. Keep fuel in the bus and see that the oil, water and other fluids are checked regularly (reference – part of pre-trip daily inspection procedures).

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13. Keep dispatcher informed daily where necessary of your schedule availability to work for the Delaware City Schools.
14. Administer when necessary emergency first aid in case of an accident.

Expectations:

1. Demonstrate support for the district's Vision, Mission and Beliefs.
2. Demonstrate commitment to continuous improvement by engaging in regular professional development activities.
3. Ensure that decisions are based on data.
4. Demonstrate flexibility and openness to innovation in the performance of job related duties.
5. Serve as a role model in how to conduct oneself as a citizen and as a responsible, intelligent human being.
6. Adhere to and enforce all board policies.
7. Perform other tasks as assigned by the immediate supervisor.
8. The employee shall remain free from any alcohol or abuse of a non-prescribed controlled substance in the workplace throughout his/her employment in the District.

Additional Working Conditions:

1. Occasional exposure to blood, bodily fluids and tissue.
2. Occasional operation of a school bus under inclement weather conditions.
3. Occasional interaction among unruly children.