



WESTERVILLE CITY SCHOOLS OFFICE OF HUMAN RESOURCES (CLASSIFIED)

The Westerville School System is an equal opportunity employer. As an equal opportunity employer, it is the policy that no candidate for a position in the District shall be discriminated against on the basis of race, color, national origin, ancestry, sex, sexual orientation, age, religion, or disability.

JOB TITLE: Substitute School Bus Driver

CLASSIFICATION: School Bus Driver

WORK SCHEDULE: As determined by the Transportation Manager to support district needs.
Typical work schedule 4-6 hours per day

RESPONSIBLE TO: Transportation Manager or their designee

SALARY: \$20.98 per hour (Effective July 1, 2024)

QUALIFICATIONS:

- Twenty-one years of age (21).
- Minimum of two years driving experience.
- High School Diploma or equivalent.
- Complete a satisfactory BCI and FBI Background check.
- Be in good physical health and pass a T-8 physical. (Provided by the District)
- Satisfactory pre-employment and ongoing random drug tests
- Have the ability to be trained and obtain a Commercial Driver's License (CDL) Class B with endorsements P (passenger vehicle) and S (school bus) via District provided trainers; OR current Commercial Driver's License (CDL) Class B with endorsements P (passenger vehicle) and S (school bus).
- Available to work between the hours of 5:45-9:45 A.M. and 1:30-5:00 P.M. M-F
- Insurable as defined by the insurance carrier of the Westerville City Schools Board of Education and no prior DUI, DWI, OMVI, or OVI within the past ten (10) years and no more than 4 (current) points on your license.
- The ability to work with students and parents in a professional manner.

GENERAL RESPONSIBILITIES:

- **Attitude:** Promote a positive work environment. Seek to drive negativity out of the workplace. Show resilience in the face of constraints, frustration, or adversity.
- **Teamwork:** Show commitment toward departmental goals and work with others to accomplish team objectives. Value each person's contribution to the team. Contribute your fair share of effort to the team's objectives.
- **Building Relationships:** Relate to people in an open, friendly, and accepting manner. Project warmth, sincerity, and openness. Compromise to build effective give-and-take relationships.
- **Resolving Conflict:** Bring disagreements into the open and resolve them by maintaining professional maturity. Promote constructive resolution of disagreements or conflicts. Work toward win/win solutions by building consensus or compromise.
- **Communication:** Listen effectively and seek to understand different viewpoints. Encourage the open expression of ideas and opinions. Respond to others in a style that builds self-esteem.

- **Demonstrate Adaptability:** Work effectively under stressful conditions. Adjust to multiple and conflicting demands. Show resilience under ambiguous and changing circumstances.
- **Self-Development:** Proactively seek opportunities to personally develop and grow. Actively seek feedback on personal performance and react without defensiveness. Effectively learn from experience.
- **Drive for Results:** Set high standards for performance. Accept personal ownership and demonstrate a strong commitment to achieving goals. Convey a sense of urgency and drive issues to closure despite obstacles and opposition. Allocate your own time efficiently.
- **Analysis and Decision Making:** Make decisions based on facts and data and understand the financial impact. Evaluate alternate solutions before making decisions. Seek the input of others as appropriate when developing solutions. Ensure that those impacted by the decision are kept informed.
- **Leading Change and Innovation:** Seek continuous improvement in systems, processes, and procedures. Encourage innovation and creativity. Challenge the status quo.
- **Customer Intimacy:** Understand customers' needs, expectations, and priorities and deliver quality services that satisfy the customer. Strive to exceed the customer's expectations.
- **Integrity and Trust:** Build trust by delivering on commitments and demonstrating consistency between words and actions. Treat people fairly. Maintain confidentiality of appropriate information. Share in the commitment to our Mission and Beliefs.

SPECIFIC RESPONSIBILITIES:

The following responsibilities are representative, but not limited to those performed by a School Bus Driver:

- Provide substitute coverage of school bus routes as assigned daily.
- Retrieve and review applicable route sheets associated with the assigned route.
- Transport students to and from school and school-related activities. This may include students with identified special needs and which may require utilizing specialized equipment and/or vehicles.
- Assist students in and out of the vehicle, which may include securing students properly including lifting students in and out of car seats
- Properly maintain electronic devices daily
- Perform and document a pre-trip inspection of district vehicles.
- Advise mechanics regarding necessary repairs.
- Maintain adequate cleanliness of the vehicle.
- Adhere to all applicable safety rules and regulations.
- Adhere to district Board policies and guidelines, including the Transportation Employee Handbook.
- Drive a district van (MyVan) if/when necessary to complete assigned work.

All staff shall serve as role models for students in how to conduct themselves as citizens and as responsible, intelligent human beings. The employee shall remain free of any alcohol or nonprescribed controlled substance abuse or prescribed controlled substance abuse in the workplace throughout his/her employment in the district.

Westerville City School District is an Equal Employment Opportunity Employer and complies with all State and Federal Regulations regarding employment.

I have reviewed and understand the job requirements of this posting. A copy was given to me for my records.

Name

Date