SUBSTITUTE BUS OPERATOR - B

JOB DESCRIPTION

DIVISION: Leadership Services and Planning	**GRADE:** N/A
DEPARTMENT: Transportation	**WORK DAYS:** Fiscal School Year
REPORTS TO: Transportation Operations Manager	**FLSA STATUS:** Non Exempt
ESSENTIAL PERSONNEL: No	

POSITION SUMMARY

To safely and efficiently transport students to and from school and extracurricular activities as assigned.

MINIMUM REQUIREMENTS

- Must be 21 years of age
- DOT Medical Card
- Must read, speak and write in the English language

CERTIFICATION: N/A

WORK EXPERIENCE:

PREFERRED QUALIFICATIONS

- High School diploma or equivalent
- Valid Commercial Driver's License (CDL), Class B, with airbrake and passenger endorsements
- Ability to communicate orally and in writing
- Ability to pass a physical examination and meet all requirements mandated by law
- Knowledge of characteristics of exceptional education students
- Knowledge of traffic laws as they pertain to loading and unloading of students
- Knowledge of safety rules regarding crossing streets
- Skill in handling student behavior

SUPERVISES

Bus Assistants

ESSENTIAL DUTIES

- Transport students safely to and from school
- Perform thorough bus safety pre-trip and post trip inspections
- Obey all speed limits and traffic laws, stopping at all Railroad crossings
- Have knowledge of bus routes , alternative roads
- Run route at appointed times for pick up and drop off
- Maintains bus discipline, complete appropriate forms
- Fuel bus when needed and maintain cleanliness of the bus
- Take appropriate care of ESE students with help of bus assistant
- Maintain current Commercial Driver's License
- Deliver bus to maintenance shop when scheduled
- Attends required training meetings and safety meetings
- Conducts two (2) emergency evacuation drills as required
- Prepare accident reports and other reports as required
- Remain on the bus while students are loading and unloading
- Perform other duties as assigned

Professionalism:

- Demonstrates prompt and regular attendance
- Maintains confidentiality in all district matters
- Models ethical behavior and displays leadership qualities
- Effectively communicates a team attitude

Working Conditions: Extreme weather conditions to include heat, cold, wet and/or humid conditions Exposure to toxic or caustic chemicals.
Physical Demands: Must be capable of frequently lifting/carrying/pushing/pulling up to 35 lbs. and occasionally up to 50 lbs. and up to 100 lbs. as a part of a team; heavy physical activity required; sitting for prolonged period of time; ;lifting, bending, kneeling, crouching , reaching; upper body mobility.
Heavy Work: Involves exerting up to 50 to 100 pounds of force occasionally or 25 to 50 pounds of force frequently or 10 to 20 pounds of force constantly to move objects.
Vision: (Which may be corrected) to read small print; view a computer screen for prolonged periods.
Hearing: (Which may be corrected) to answer telephones and tolerate exposure to noisy conditions.
Speech: To be understood in face-to-face communications; to speak with a level of proficiency and volume to be understood over a telephone.
Upper Body Mobility: Use hands and fingers to feel, grasp, and manipulate small objects; manipulate fingers, twist and bend at wrist and elbow; extend arms to reach outward and upward; use hands and arms to lift objects; turn, raise, and lower head.
Environmental Conditions: Encounter constant work interruptions; work cooperatively with others; work independently; work indoors.
Minimum Mental Requirements: Ability to read, write, understand, interpret and apply information at a moderately complex level essential for successful job performance; judgment and the ability to process information quickly; learn quickly and follow verbal procedures and standards; give verbal instruction; rank tasks in order of importance; copy, compare, compile and coordinate information and records.

Persons new, rehired or transferred to the job classification **may** be subject to a physical demand testing requirement to confirm they are capable of the required physical demands of this position.

The included link provides an overview of the Post Offer Employment Testing (POET)

https://youtu.be/d3W8NVnWryo

Martin County School District does not discriminate on the basis of race, color, national origin, gender, age, disability or marital status in its educational programs, services or activities, or in its hiring or employment practices. The district also provides equal access to its facilities to the Boy Scouts and other patriotic youth groups, as required by the Boys Scout of America Equal Access Act.

This job description is intended to accurately reflect the position activities and requirements. However, management and administration reserve the right to modify, add, or remove duties and assign other duties as necessary. It is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position.