Transportation Substitute Driver

Job Title: Substitute Bus Driver
Department: Transportation
Reports To: Transportation Director or Supervisor

Position Summary:
The Substitute Bus Driver provides consistent, reliable transportation support by covering regular bus routes and assignments when scheduled drivers are absent. This position helps ensure uninterrupted transportation services for students while maintaining a safe and positive environment.

Essential Duties and Responsibilities:

- Safely operate a school bus on assigned routes and schedules as directed
- Serve as a primary substitute for daily route coverage, field trips, and extracurricular activities
- Conduct pre-trip and post-trip vehicle inspections in accordance with state and district requirements
- Maintain student safety and appropriate behavior while on the bus
- Follow all traffic laws, school transportation policies, and safety procedures
- Maintain accurate records, including route sheets, student counts, and incident reports
- Communicate effectively with transportation staff, school personnel, students, and parents
- Respond to schedule changes and route assignments on short notice
- Keep the assigned bus clean and report maintenance concerns promptly

Qualifications:

- High school diploma or equivalent required
- Valid Commercial Driver's License (CDL) with appropriate endorsements (Passenger and School Bus)
- Current Department of Transportation (DOT) medical certification
- Ability to pass background checks, drug screening, and required safety training
- Strong attendance, reliability, and flexibility
- Good communication and student management skills

Working Conditions:

- Early morning and afternoon shifts with potential midday and evening assignments
- Exposure to varying weather conditions
- Regular interaction with students of all ages and abilities

Physical Requirements:

- Ability to sit for extended periods
- Ability to assist students on and off the bus when needed
- Ability to perform emergency evacuation procedures

Additional Information:
This position is considered a permanent substitute role and is expected to report to work regularly to support transportation needs, even when not assigned to a specific route. Daily assignments may vary based on staffing needs.

Compensation:
Hourly rate - $27.59