

**BIBB COUNTY SCHOOLS
JOB DESCRIPTION**

JOB TITLE: BUS DRIVER SUBSTITUTE

CLASS: Support Personnel	LEVEL: Bus Driver
DEPARTMENT: Transportation	SUPERVISOR: Transportation Supervisor
SERVICE TYPE: Classified	FLSA: Non-exempt
SALARY: BCS Salary Schedule	TERMS OF EMPLOYMENT: Daily As Requested

JOB GOAL:

To provide safe and efficient transportation for each student to receive the best possible advantage from the system's curriculum and extra-curricular program.

MINIMUM QUALIFICATIONS:

1. High school diploma or GED as recognized by the SDE.
2. Possess and maintain valid Alabama driver's license and insurable driving record.
3. Able to obtain and maintain a CDL with required endorsements, and school bus driver's certification.
4. Experience operating school buses desired.
5. Background clearance through FBI and ABI processes.
6. Meet and follow the health and drug screening requirements of BCS and SDE.

ESSENTIAL FUNCTIONS:

1. Regular and punctual attendance required.
2. Adhere to all traffic laws.
3. Perform required pre-trip and post-trip inspection according to state mandated guidelines; keep monthly route reports and daily pre-trip inspection reports; turn in monthly reports on time.
4. Observe all mandatory safety regulations for school buses.
5. Maintain discipline when transporting students on bus; report discipline problems to the proper authority.
6. Transport students to and from school as assigned.
7. Perform two mandatory evacuation drills yearly if applicable.
8. Prepare for and assist students in evacuating the bus as needed; transport safety/first-aid equipment to care for injuries.
9. Maintain safety precautions when students are loading and unloading buses.
10. Report all accidents immediately to the Transportation Office and other appropriate officials.
11. Maintain and fuel assigned bus; maintain a clean and orderly bus daily; report all necessary bus repairs to the shop personnel.
12. Bring assigned bus to the main shop for monthly inspections.
13. Assign seats to students riding regular bus routes.
14. Maintain the assigned schedule and discharge students only at authorized stops.
15. Notify the proper authority in case of mechanical failure or lateness.
16. Exercise responsible leadership when out-of-town on school trips.

17. Enforce BCS Code of Conduct and school bus rules.
18. Identify and report road/route hazards to the proper authority.
19. Maintain a courteous, helpful, cooperative attitude with all transportation personnel, other board personnel, and the general public.
20. Dress and conduct yourself professionally while driving the bus.
21. Keep Board-related business confidential.

OTHER JOB RESPONSIBILITIES:

Assume other reasonable and equitable job-related duties as assigned by the supervisor.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

1. Ability to work the hours required for the job and additional time as requested.
2. Ability to operate the vehicle safely over an assigned route according to a definite time schedule which may require driving during the pre-daylight and dusk periods.
3. Ability to operate the vehicle in compliance with all traffic and safety laws and regulations, including defensive driving habits and posted speed limits.
4. Road knowledge of the transportation route and other assigned areas.
5. Ability to follow oral and written directions and read maps.
6. Ability to discipline special education students; ability to deal with students who bite and exhibit other abnormal behaviors as required.
7. Skill and ability to operate wheel chair lifts and other special equipment as assigned.
8. Ability to communicate with children who cannot speak as assigned.
9. Ability to clean up after children with special physical problems as assigned.
10. Complete assigned work tasks with a positive attitude.
11. Knowledge of the Student Code of Conduct; ability to discipline students.
12. Ability to deal with students, parents, school personnel and the general public tactfully and courteously.

PHYSICAL REQUIREMENTS TO PERFORM ESSENTIAL FUNCTIONS:

1. Ability to carry or drag a 125 pound object 30 feet in 30 seconds.
2. Bend, stoop, crawl, kneel, reach, pull, turn, balance, and climb steps on a daily basis.
3. Use arms and legs in work requirements.
4. Enter and exit rear door of bus without assistance.
5. Physical dexterity, coordination, mobility, and aural and visual acuity to operate a school bus.

EVALUATION:

Job performance for non-probationary employees will be evaluated by the immediate supervisor based on Board policy. Probationary employees will be evaluated at least annually.

APPEALS:

An employee who is not satisfied with his/her evaluation shall seek recourse by following the BCS grievance procedure.