

WAKULLA COUNTY SCHOOL BOARD JOB DESCRIPTION

TITLE: Substitute Bus Driver

EMPLOYEE CATEGORY: 6/Educational Support Personnel

QUALIFICATIONS:

1. Hold a valid Commercial Drivers License.
2. Pass a drug and alcohol test and a physical examination.
3. Have at least five years driving experience.
4. Provide evidence of 40 hours of initial inservice training.

REQUIREMENTS:

1. Submit documentation verifying the successful completion of an annual physical examination.
2. Complete eight hours of School Board approved driver inservice training annually.
3. Participate in the district drug and alcohol-screening program.

REPORTS TO: Transportation Coordinator

JOB GOAL

To safely transport students to and from school.
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SUPERVISES: Bus Passengers

PERFORMANCE RESPONSIBILITIES:

1. Transport students to and from school, following a pre-planned route and adhering to a prescribed time schedule.
2. Regulate ventilation and heating of bus to provide a comfortable environment.
3. Drive bus carefully complying with traffic regulations.
4. Supervise loading and unloading of buses.
5. Instruct children in safety precautions and practices.
6. Signal children when to cross the street or highway.
7. See children safely across street or highway after departure from the bus.
8. Maintain discipline and report unruly behavior to Principal of school.
9. Inspect and sweep bus daily and wash bus as needed.
10. Report delays and accidents; keep operational records and make required written reports.
11. Report related work as required.
12. Participate in the district drug and alcohol-screening program.
13. Perform other duties assigned by the Transportation Coordinator, Principal, or required by School Board policy.

SALARY ITEM NUMBER: 23

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