

JOB DESCRIPTION

JOB TITLE: Substitute/Activity Bus Driver

Report Identification Code: edtad

Job Purpose Statement: The job of "Activity Bus Driver" is done for the purpose of transporting students for special events and/or activities; serving as substitute school bus driver as needed; enforcing rules, regulations, and laws to maintain safety during transport; ensuring vehicle is in safe operating condition of vehicle; and ensuring safety of students during transport, loading and unloading from buses.

Essential Job Functions:

- * **Assesses** situations for the purpose of taking appropriate action to protect students and other passengers from potential emergencies/harm.
- * **Assists** students and passengers for the purpose of providing safe loading and unloading of buses and transporting them safely.
- * **Attends** training for the purpose of maintaining skills and meeting requirements for driving and first aid certification.
- * **Drives** school bus for the purpose of transporting students and passengers for special events and/or activities.
- * **Interacts** with students, staff, patrons and passengers for the purpose of maintaining safe, positive environment and communication.
- * **Maintains** (inspects, cleans and fuels) assigned busses for the purpose of providing for safe operating conditions, a sanitary and attractive environment, and ensuring safe transport of students and passengers.
- * **Prepares** written documentation for the purpose of providing written support, accountability and conveying information.
- * **Serves** as a substitute school bus driver for the purpose of ensuring continuity of transporting students on scheduled routes.

Other Job Functions:

- * **Assists** other personnel as may be required for the purpose of supporting them in the completion of their work activities.

Job Requirements - Qualifications:

- * **Experience Required:** No previous job-related experience
- * **Skills, Knowledge and/or Abilities Required:**

Skills to: operate school buses in a safe manner; use English in both written and verbal form to communicate effectively; evaluate schedules and meet deadlines; plan and organize activities; and administer basic first aid.

Knowledge of: vehicle operation; basic maintenance requirements; and driving codes.

Abilities to: understand and carry out oral and written instructions; work with minimal supervision; work cooperatively with others; make common sense decisions in potentially critical situations; adhere to safe work practices; interact with persons of different age groups and cultural backgrounds; and work under time constraints.

Significant physical abilities include: lifting up to 40 pounds, sitting/riding for prolonged periods, climbing/balancing, pushing pulling, stooping, crouching and kneeling, reaching/handling, talking/hearing conversations and other sounds, near/far visual acuity/depth perception/visual accommodation/field of vision.

- * **Education Required:** None specified

- * **Licenses, Certifications, Bonding, and/or Testing Required:** Fingerprint/criminal justice clearance; valid driver's license and evidence of insurability and be at least 21 years of age; drug/alcohol testing clearance; DOT physical; possession of a Class B Commercial Driver's License (CDL) with school bus endorsement without an airbrake restriction, or the ability to obtain within 90 days of hire; Idaho State School Bus Driver's Certification; first aid and CPR certification.