

# *ELK HILLS ELEMENTARY SCHOOL DISTRICT*

## **Job Description – Substitute Bus Driver**

**Position: Substitute School Bus Driver/On-Call Emergency Coverage**

**Grade: K-8**

**Location: Tupman, CA**

**Reports to: Director of Maintenance, Operations, and Transportation**

**School Year: 2020-2021**

Elk Hills School is committed to preparing students for a bright future with options for college and career by providing each student with a high quality and personalized educational program in a small, safe, and nurturing environment. The Elk Hills School District has a total student population of approximately 195 in grades TK-8 grade residing in Tupman, Taft and various other local rural communities; one teacher comprises one grade level with a multiple subject teaching credential.

### **Essential Functions, Duties, and Responsibilities:**

- Supports a vision of excellence for all students, with an urgency to maximize every opportunity necessary to achieve ambitious student outcomes.
- Maintains competence through participation in professional development activities.
- Assumes other related assigned duties by the district.
- Operates a school bus and transports students over scheduled routes and for special trips.
- Performs pre-trip service as specified (check fluids, tires, etc. as needed).
- Maintains bus in a clean and orderly condition as prescribed by law.
- Checks emergency equipment such as fire extinguishers and first aid kits prior to departure (remove, operate, and replace as necessary).
- Keeps current records on pupils carried, mileage, daily and weekly inspection reports, trip sheets, a conduct log, and a current and up to date bus schedule.
- Assists in maintaining the bus garage and parking area in a clean and orderly manner.
- Operates other district equipment and vehicles as required.
- Assists the Maintenance and Operation Department as fill-in help when required.
- Maintain good order among students on the bus following district policies regarding the conduct and discipline of students.
- Physically assist students on and off the bus when necessary.
- File written and oral reports (daily, regular, incident, accident, etc.) as required.
- Attend scheduled safety and training meetings and programs as required.

- Incorporated within one or more of the previously mentioned essential functions of this job description are the following physical requirements:

- 1 Seldom = less than 25%
- 2 Occasional = 26% - 50%
- 3 Often = 51% - 75%
- 4 Very Frequent = above 75%

- |          |    |                                                                                                                                       |
|----------|----|---------------------------------------------------------------------------------------------------------------------------------------|
| <u>4</u> | a. | Ability to sit for extended periods of time.                                                                                          |
| <u>3</u> | b. | Ability to stand for extended periods of time and climb/ascend steps.                                                                 |
| <u>4</u> | c. | Ability to see for the purpose of driving, reading laws, codes, rules, and policies and other printed matter, and observing students. |
| <u>4</u> | d. | Ability to hear and understand speech at normal levels.                                                                               |
| <u>4</u> | e. | Ability to communicate so others will be able to clearly understand normal conversation.                                              |
| <u>4</u> | f. | Ability to communicate and record information in legible written form.                                                                |
| <u>2</u> | g. | Ability to bend, twist, kneel, and stoop.                                                                                             |
| <u>1</u> | h. | Ability to lift 0 - 50 lbs.                                                                                                           |
| <u>1</u> | i. | Ability to carry 0 - 25 lbs.                                                                                                          |
| <u>4</u> | j. | Ability to reach in all directions from a standing or sitting position.                                                               |

**Skills and Traits:**

1. Minimum age requirement is 18 years of age.
  2. Current Physical Examination (DOT), with a drug and alcohol screen (DL51).
  3. A Commercial CDL Class A/B with Passenger, School Bus Air Brake endorsement is required.
  4. Current Live-Scan DOJ Fingerprint Clearance Certificate.
  5. Copy of current DMV Printout
  6. \$17.37 hourly rate.
- Commitment to our organization's mission, vision and core values.
  - Strong interpersonal and communication skills, oral and written
  - Proven ability to collaborate and build relationships with internal and external stakeholders
  - Proven track record of achievement
  - Self-reflective individual who solicits performance feedback and constructive criticism
  - Flexible and adaptable, open to new ideas and adjusts plans to meet changing needs
  - Ability to strategically and interdependently solve problems
  - Meets professional commitments in a timely manner
  - Supports shall include (but not limited to): behavior support, basic academic skills, organization and study skills, social skills and use of cognitive strategies.
  - Assumes other related assigned duties by the district.