

## TOPPENISH SCHOOL DISTRICT JOB DESCRIPTION

**TITLE:** Substitute Bus Driver

**TITLE OF IMMEDIATE SUPERVISOR:** Transportation Supervisor

**WORK DAYS:** As Needed

**HOURS PER DAY:** Varies (as assigned)

**BARGAINING UNIT:** None

**DEFINITION OF POSITION:** Operates school bus under all types of weather conditions including, but not limited to, fog, rain, hail, sleet, snow and ice. Transports students and other authorized persons over regular "to and from school" routes, and on field, extracurricular and special or extra activity trips as authorized by school district officials. This individual is both a capable driver and able to discipline students within his/her charge.

### **TYPICAL WORK:**

1. Drive a school bus on scheduled routes and/or all types of trips in support of district approved activities, both within and outside the school district boundaries.
2. Service, inspect and clean school buses and related equipment as required by state and district policy.
3. Maintain control of student passengers as related to safety. Report unsafe acts or conditions which require the attention of any person other than the driver.
4. Complete forms, records and reports as required by the state or local school district policies.
5. Participate in school bus driver training programs and courses as required.
6. Operate a school bus in accordance with the laws of the State of Washington and policies promulgated by the Superintendent of Public Instruction.
7. Operate and service all school bus equipment and accessories including, but not limited to, fire extinguishers, highway warning kits, snow chains, sanders, first aid kits, etc.

8. Perform required operational and safety inspections of the school bus and all related equipment.
9. Clean and service the school bus to include interior/exterior sweeping and washing, installation of fuel, oil and coolant, tire inflation, etc.
10. Perform basic first aid as appropriate, which may include CPR.
11. Legible and accurate completion of forms, records time sheets, trip requests, route studies, trouble reports, misconduct reports, accident reports and other clerical type activities as may be required.
12. Perform other school bus driver related duties as directed by local school district policies.

**MINIMUM QUALIFICATIONS:**

High School diploma or equivalent. Possess a valid Washington State Driver's License and a Commercial Driver's License (CDL) with proper endorsements. Possession of or ability to obtain Bus Driver Authorization for the State of Washington according to WAC 392-144-102 (WAC 180-20).

Must be 21 years of age.

Meet the physical and mental standards necessary to perform the duties, tasks and responsibilities of a school bus driver as described in this job description and according to WAC 392-144-102 (WAC 180-20-101 Section 1.o through Section 2.c).

Hold a current and valid medical examiner's certificate.

Hold a valid and current first aid card.

Must be able to effectively communicate with students, parents, staff and community.

Flexible hours. Must have working personal home/cell phone.