

Pomerene School District

Substitute Bus Driver

Safely drive district vehicles on school business as a substitute driver.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following.

Pre- and Post-trip vehicle safety inspection.

Drives bus/van on assigned route. Recommends extension of routes or changes in schedule in order to provide safe service to children.

Transportation of students in a safe manner.

Inspects bus fluids and mechanical functions and reports maintenance requests to mechanic.

Fuels bus when needed.

Manage student discipline.

Contact transportation supervisor regarding disciplinary referrals.

Follow established schedule and route as assigned.

Maintain a clean vehicle.

Refers parent complaints or discipline problems to Transportation Supervisor.
Instructs students on bus safety and discipline.

Maintains daily log of bus inspection.

Maintains a biweekly time sheet recording hours worked.

Maintain the highest level of professionalism

Other duties may be assigned.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

High school diploma or general education degree (GED)

One to three months related experience and/or training; or equivalent combination of education and experience.

Must Possess a Valid Arizona IVP Fingerprint Clearance Card