

Midlands Stem Charter School

Position Title: Substitute Bus Driver/PRN

FLSA Status: Non-Exempt

Pay rate: Hourly

Requirements and skills

- Proven work experience as a School Bus Driver or similar role
- Clean driving record with no at-fault accidents or traffic citations within the last five years
- Two or more years of experience working with children preferred
- Ability to carry out assigned route on time
- Must have a Commercial Driver's License with passenger endorsement

Applications are on our website, midlandsstem.org, under the Resources tab and Human Resource section. Please send a completed Classified Application to lcathcart@midlandsstem.org or call Mrs. Cathcart-Welch at 803-815-1524 ext. 108.

Posted: 12/01/22

SUMMARY:

Under occasional supervision, drives and operates a school bus to transport students safely over specified routes established by and assigned by the Transportation Supervisor.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Drives a school bus safely and professionally, demonstrating proficiency in handling and maneuvering a school bus.
- Performs and properly completes daily pre-trip inspections.
- Complies with all traffic ordinances.
- Attends scheduled safety meetings/in-services conducted by district transportation personnel and/or state transportation officials at various intervals throughout each school year.
- Prepares and maintains accurate reports assigned.
- Reviews and complies with the specific requirements and responsibilities, which are outlined in the State Department of Education's School Bus Drivers Handbook.
- Communicates in an appropriate fashion with students, parents, and employees.
- Maintains and submits accurate R-16's, Seating Charts and Student Information List as requested.
- Maintains good discipline in order to ensure safe school bus operations.
- Performs practice drills or actual emergency bus evacuations as required.
- Performs other duties as may be assigned by the Transportation Supervisor.

JOB SPECIFICATIONS

EDUCATION and/or EXPERIENCE:

At least 18 years of age. High school diploma or GED preferred, valid driver's license and at least 12 months licensed driving experience with a class D, E, F, or G license. Must have no more than four (4) current points against driving record. Must have had no more than 4 points in the previous year. License shall not have been suspended at any time in the previous year. Physical examination required prior to initial certification and/or re-certification. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

To perform this job successfully, an individual must be able to perform each essential duty in a pleasant, professional, efficient manner. Must be reliable, responsible and dependable and fulfill obligations. 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.

CERTIFICATES, LICENSES, REGISTRATIONS:

Must be able to obtain a Commercial Drivers License and a School Bus Driver Certificate.

SUPERVISORY RESPONSIBILITIES:

Supervises students while transporting them.

LANGUAGE SKILLS:

Ability to read a limited number of two and three syllable words and to recognized similarities and differences between words and between series of numbers. Ability to print and speak simple sentences.

MATHEMATICAL SKILLS:

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume and distance.

REASONING ABILITY:

Ability to interpret and apply common sense understanding in carrying out instructions furnished in written, oral, diagram or schedule form. Ability to analyze information and use logic to address work related issues and problems. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

OTHER SKILLS and ABILITIES:

Ability to work in a friendly manner with co-workers and students. Ability to read and understand maps. Ability to pass State Skill Test, State Written Test, and Department of Transportation physical. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all district requirements and Board of Education policies.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is continuously required to sit and occasionally required to walk or stand. The employee will frequently bend or twist at the neck and trunk while performing the duties of this job. The employee frequently repeats the same hand, arm or finger motion many times. The employee frequently uses hand strength to grasp tools. Continuously driving on the job. Specific vision abilities required by this job include close vision, color vision, depth perception and peripheral vision. Must pass a Physical Performance Test.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in temperatures above 100° and below 32° and occasionally will walk on slippery surfaces. The employee must be able to meet deadlines with severe time constraints and interact with public and other workers. The employee has direct responsibility for the safety and well-being of others. The noise level in the work environment is frequently loud, requiring the employee to raise his/her voice to be heard.

TERM OF EMPLOYMENT:

180 Days

Bus Driver Salary Pay Scale

The terms of employment detailed in this job description are based on full time employment during the school year. Conditions of employment are adjusted for part time employees or individuals who are hired for less than an entire school year.

EVALUATION:

Performance of this job will be evaluated annually according to Board Policy.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.