



## POSITION OVERVIEW

### **Job Title: Substitute Route Bus Driver**

**Reports to:** Transportation Director

**Hourly rate:** \$16.20 per hour

### **Job Description**

Position is responsible for temporarily operating a school bus and transporting school-aged children and other authorized personnel safely and efficiently over specified routes to and from schools and various activities. Position conducts pre-trip inspections, observes safety regulations, and enforces student discipline on the bus.

### **Knowledge, Skills and Abilities**

General knowledge of the problems involved in operating a school bus; general knowledge of the geography of the city and the location of streets; skill in the safe operation of a school bus; ability to detect malfunctioning equipment; ability to assist children using patience and understanding; ability to establish and maintain effective working relationships with school officials, parents and students.

### **Job Requirements**

- High School diploma or equivalent preferred
- Commercial Driver's License (CDL)
- Excellent driving record
- Minimum age of 21 at time of employment
- Department of Transportation Medical Card
- Consistent Christian Testimony

### **Essential Functions/Typical Task**

- Driving a school bus; picking up and delivering students to/from school;
- Conducts pre-trip and post-trip inspections;
- Maintains safety equipment, reports unsafe bus conditions;
- Completes required forms and reports in an accurate and timely manner;
- Adheres and complies with safety rules, motoring regulations and laws;

*It is the mission of Norfolk Christian Schools to equip students spiritually, intellectually, and physically to love God and serve Him as Christ's ambassadors in the world.*

- Loads bus according to established procedures;
- Follows designated route schedule;
- Stops at authorized route schedule, stops at authorized stops only;
- Notifies proper authorities in case of bus breakdown or deviations in schedule;
- Ensures that all students are off the bus immediately following each run;
- Reports operating and equipment deficiencies;
- Cleans bus inside and fuels bus as required;
- Obeys all traffic laws and observes mandatory safety regulations for school bus operations;
- Transports only authorized students;
- Reports all accidents and completes required reports;
- Conducts periodic emergency bus evacuation drills;
- Transports students to special events and field trips;
- Ensures passenger safety; maintains discipline on bus;
- Performs related tasks as required.