

Genesee Jt. School District No. 282

Job Description

TITLE: **Substitute Bus driver**

CONTACT FOR APPLICATION: Melissa Lindquist, Clerk
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QUALIFICATIONS: Hold a valid CDL, accident and moving violation-free driving record, clean criminal background check and health certificate indicating no physical conditions exist that might endanger the bus or its occupants; demonstrated ability to successfully accomplish the performance tasks listed below.

PRIMARY RESPONSIBILITY TO: Transportation Supervisor

SECONDARY RESPONSIBILITY TO: Superintendent

APPLICATION DEADLINE: first qualified applicant; open until filled

JOB RESPONSIBILITIES: To provide safe and efficient transportation so that students may enjoy the fullest possible advantage from the District's instructional and extracurricular program, the Bus Driver shall carry out the following performance tasks:

- A. Obey all District Rules and Regulations and traffic laws.
- B. Observe all mandatory safety regulations for school buses.
- C. Maintain discipline when students are on the bus.
- D. Report discipline problems to the proper authority.
- E. Keep assigned buses clean.
- F. Adhere to assigned schedules.
- G. Check bus before each operation for mechanical defects.
- H. Notify the proper authority in case of mechanical failure or when schedule cannot be met.
- I. Discharge students at authorized stops only.
- J. Exercise responsible leadership when on out-of-town trips.
- K. Transport authorized students only.
- L. Report all accidents to proper authorities and complete required reports.
- M. Enforce regulations against smoking tobacco and other illegal substances.
- N. Perform such other duties as may be assigned.

TERMS OF EMPLOYMENT: 60-day probationary period commences from first day of employment.

- \$16.55 – \$18.62/hour driving time, DOE
- \$8.50- \$10/hour stand-by on activities DOE
- Up to \$100 reimbursement for D.O.T. physical
- District pays \$40 S.D.E. criminal background fee

This position shall be considered in all respects “employment at will” and the employee is subject to discharge by the District at any time without cause. The “employment period” and other descriptions and terms set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the District so long as employment continues.

An employee working in this position shall at all times be subject to the direction of the person to whom said employee has primary responsibility or said person’s designee (s) and at all times shall be subject to the rules, regulations and policies of the District as promulgated by the Board of Trustees. Each employee shall be held responsible for having knowledge of said school district rules, regulations and policies which have been reduced to writing and made available to the employee.

The employment period shall be during the school year. The wage shall be commensurate with the employee’s appropriate place on the approved wage scale.

EVALUATION:

Performance of this position will be evaluated periodically by the Transportation Director or a designee in conformance with District policy relating to evaluations of classified employees.

AA/EOE/Veteran’s Preference