

## **SANTA CLARA COUNTY OFFICE OF EDUCATION**

POSITION: Substitute/Relief Bus Driver

HOURLY RATE: \$18.22-\$21.56/hour

DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITIES: Substitute/Relief Bus Driver is an on-call, temporary position. The Substitute/Relief Bus Driver transports students to and from a variety of school sites and assumes their safety while passengers in the school bus. The Substitute/Relief Bus Driver is responsible for ensuring the safety of all passengers including special education students while operating the assigned bus and for ensuring the assigned bus is in a safe operating condition at all times; may be assigned to drive wheelchair or ambulatory buses; and may frequently work nontraditional workweeks, workdays, work hours, and/or holidays. Substitute/Relief Bus Drivers receive general supervision within a framework of standard policies and procedures.

### ESSENTIAL/TYPICAL DUTIES

Drives a school bus safely in accordance with time schedules, transporting students to and from their homes, a variety of school sites, and on field trips as assigned

Operates a two way radio

Oversees the loading and unloading of students, releasing students to authorized individual; assures that safety belts are fastened

May operate a special ramp bus; loads and unloads students in wheelchairs on and off bus; inspecting wheelchair for operational safety and permitting only properly functioning wheelchairs to load; operates ramp, assuring seatbelts are fastened, positioning the wheelchairs in bus, and securing the wheelchair

Maintains order and proper discipline of passengers; resolving disputes, documents and reports severe disciplinary cases

Conducts established safety and operational inspection of assigned vehicle daily

Assures maintenance of bus in safe and clean operating condition; reporting needed mechanical repairs, installing special safety belts, sweeping interior of the bus and washing windows daily, services the bus with gas and oil, follows established security procedures

Establishes drop off and pickup order of assigned students; conferring with parents, supervisors, schedulers, and other staff regarding transportation needs, plotting route on map, documenting route, and adjusting route for new and/or dropped students

Monitors students with special health problems while in bus; receiving written or oral instructions, being aware and alert to any signs of difficulty following prescribed instructions and procedures, administering first aid, and calling for emergency assistance

Transports and delivers medication, personal belongings, messages and correspondence between parents and school staff, collects and returns students' personal property when entering and disembarking.

Maintains a variety of records and reports including but not limited to mileage, routing, maintenance, and time schedules

Attends meetings, programs, and in-service training as assigned

Maintains current required licenses and certificates

Notifies appropriate individuals of any delays in scheduled route

Assists with other routes when breakdown or other unusual circumstances occur as assigned

Performs other related duties as assigned.

### EMPLOYMENT STANDARDS

Possession of:

A valid and appropriate California Driver License

A valid California State School Bus Driver Certificate

A safe driving record which meets the County Office of Education's insurance requirements

A valid Department of Transportation Medical Examiner's Certificate

Knowledge of:

Traffic laws and rules

Safe operation of school buses

Proper application of first aid practices and procedures

Safety requirements of individual wheelchairs

Ability to:

Read and interpret a map

Establish and maintain proper conduct and safety of passengers on school bus

Show personality and character traits suited to the supervision of students with a variety of exceptional needs

Exercise good judgement and extreme caution while operating a school bus

Remain calm in an emergency situation

Read and write in English at a level sufficient to successfully perform required duties



Understand and carry out both oral and written instructions in an independent manner

Recognize mechanical safety hazards in bus

Learn to designate order of pickup and drop off, modify bus routes, and prepare related reports

Learn to operate a two-way radio using required codes

Meet the physical requirements necessary to safely and effectively perform the required duties

Possess the physical stamina and stature to load, unload, and secure wheelchair students

Operate electrical/manual lifts on ramp buses

Establish and maintain effective work relationships with those contacted in the performance of duties.

TRAINING AND EXPERIENCE: Generally, any combination of training, experience and/or education equivalent to one year of fulltime or equivalent part-time paid experience involving the operation of school buses on public streets and highways.

#### WORKING CONDITIONS


Environment: Driving in varied and complex topographical, weather, urban traffic, rural and mountain terrain.

Physical Abilities: Hearing and speaking to exchange information; seeing to perform assigned duties; sitting or standing for extended period of time; dexterity of hands and fingers to operate equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, lifting students with exceptional needs using specialized equipment.

NOTE: Safety sensitive classification. Employees in this class will be subject to random selection for alcohol or controlled substance testing.

BARGAINING UNIT: Substitute Workers Unit

Approved:

  
Philip Gorrillo, Executive Director, Human Resources

6/25/13  
Date