

Position:	Substitute Bus Driver
Term:	As Needed
Classification:	Classified/Non-exempt
Location:	Transportation Department
Qualifications:	High School Diploma or General Education Degree (GED); Obtain and hold a Missouri CDL Class "B" License and Missouri School Bus Permit, which includes a DOT physical and random drug testing; Previous work-related skill, knowledge, or experience preferred
Supervisory:	No
Reports to:	Route Supervisors

The position of the Substitute Bus Driver fills transportation needs on as needed basis.

General Expectations:

- Supports the mission of Joplin Schools.
- Supports the value of education.
- Complies with the privacy rights of students.
- Safeguards confidential and/or sensitive information.
- Communicates effectively with all the members of the school district and community.
- Provides excellence in customer service both internally and externally.
- Reacts to change productively.
- Keeps abreast of new information, innovative ideas and techniques.
- Maintains accurate records and filing systems for accountability and audit purposes.
- Ensures that all activities conform to district and state guidelines.
- Work cooperatively with supervisors and co-workers.
- Understand and follow oral and written instructions.
- Perform responsibilities without necessity of close supervision.
- Effectively communicate with the school district community.
- Meet attendance standards to perform the essential functions of the job.
- Maintain a generally positive attitude.

Essential Functions:

- Transport and/or supervise students over specified routes according to an established time schedule.
- Comply with traffic regulations
- Drive safely and professionally.
- Perform required pre-trip inspections.

- Enforce the student discipline code.
- Carry out other duties as assigned.

Physical Demands

The individual who holds this position must:

Sit for long periods of time

Occasionally walk and stand

Frequently bend and twist the torso and neck

Frequently use repetitive arm, wrist and hand movements

Occasionally lift up to 75 pounds

Use close, distance and peripheral vision as well as depth perception

Be able to climb and descend stairs while assisting students.

Attendance

Regular and consistent attendance is an essential function of this position.

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

Conditions and Environment

Conditions and environment is that of a typical school bus. The individual who holds this position must:

Frequently work in temperatures below 32 degrees and above 100 degrees Fahrenheit.

Occasionally work in rain, sleet and ice and drive on slippery conditions

Often work in an area with a high noise level including engine noise and the sound of many children speaking, a raised voice may be necessary

Note: The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.