**Job Description**

Puget Sound Educational Service District

**Substitute Bus Driver**

**Purpose Statement**

The job of Substitute Bus Driver is done for the purpose/s of transporting children and families to their Head Start/ECEAP/MKV/Special needs related services; assisting with program activities; ensuring vehicle is in safe operating condition; and ensuring safety of students during transport, loading, and unloading from buses. To be on call 5:00 AM – 3:00 PM to assist transportation in the event of a regular bus drivers’ absence.

This job reports to Transportation Manager(s)

**Essential Functions**

* Advises students and other passengers of appropriate behavior for the purpose of reinforcing regulations and maintaining passenger safety.
* Assesses incidents, complaints, accidents and/or potential emergency situations for the purpose of resolving and/or recommending a resolution to the situation.
* Assists in the development of bus routes for the purpose of efficiently transporting passengers and/or providing input regarding safety concerns on routes.
* Assists students and other passengers for the purpose of providing safe loading and unloading from buses including both emergency situations and normal transport.
* Attends meetings, classroom and behind the wheel training, safety meetings, in-service, administrative conferences, etc. for the purpose of maintaining skills and meeting the certificate requirement/s of a school bus driver.
* Cleans assigned vehicles, both interior and exterior, for the purpose of ensuring safety, appearance, and sanitation of vehicle.
* Conducts emergency evacuation drills for the purpose of ensuring efficiency of procedures and complying with mandated requirements.
* Drives school buses for the purpose of transporting passengers over scheduled routes to and from school and/or special events in a safe and timely manner.
* Embodies the principles and practices that form our culture and commitment to becoming an Antiracist Multicultural Organization for the purpose of meeting the Agency’s End: Success for Each Child and Eliminating the Opportunity Gap by Leading with Racial Equity.
* Lifts students and/or equipment for the purpose of positioning or repositioning students as appropriate.
* Maintains bus files for the purpose of ensuring the availability of information and/or instructions as required.
* Monitors students and other passengers during transit for the purpose of maintaining safety and following district policy.
* Performs pre-trip and post-trip inspections for the purpose of ensuring the safe operating condition of the vehicle and complying with mandated guidelines.
* Prepares documents and reports for the purpose of providing written support and/or conveying information.
* Reports observations and/or incidents for the purpose of communicating information to appropriate personnel.
* Responds to emergency situations for the purpose of addressing immediate safety concerns.
* Responds to inquiries for the purpose of providing information and/or direction.
* Secures students as assigned for the purpose of ensuring their safety during transport.

**Other Functions**

* Assists other personnel as may be required for the purpose of ensuring an efficient and effective work environment.

**Job Requirements: Minimum Qualifications**

**Skills, Knowledge, and Abilities**

**SKILLS** are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include See competencies under Abilities below.

**KNOWLEDGE** is required to perform basic math; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include See competencies under Abilities below.

**ABILITY** is required to schedule activities; collate data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with similar types of data; and utilize a variety of types of job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is significant. Specific ability-based competencies required to satisfactorily perform the functions of the job include:

**ANTIRACIST LEADERSHIP COMPETENCIES**

**CULTURAL PROFICIENCY**: Articulates and applies historical context of racism and understands the current reality of students and communities of color in order to support racial equity. Actively demonstrates a commitment to supporting equity and inclusion, and serves as an advocate with colleagues, partners, and communities to meet the Agency's End and goal of becoming an Antiracist Multicultural Organization in support of eliminating the opportunity gap.

**RACIAL EQUITY ADVOCATE**: Recognizes, supports, and engages in dismantling institutional racism. Partners with and is accountable to those with whom we are in a transformational relationship, including children, families, and communities of color.

**RACIAL EQUITY MINDSET**: Demonstrates awareness of biases, internalized racial superiority and oppression. Leads with a racial equity lens and actively uses the racial equity tool in meaningful ways.

**TRANSFORMATIONAL VALUES**: Contributes to valuable and positive, antiracist transformation in individuals, organizations, and social systems in an effort to actively progress across the antiracist multicultural institution continuum. Is able to foster a sense of community and shared purpose via collaboration and cooperation with others inside and outside PSESD. Embodies the principles and practices that form the Agency’s culture. Operates from an abundance mentality that recognizes opportunities and is optimistic and realistic about the future.

**JOB-SPECIFIC COMPETENCIES**

**ACCOUNTABILITY**: Takes responsibility and ownership for successfully accomplishing work and Agency objectives and delivering results. Sets high standards of shared performance for self and others.

**BOUNDARY SETTING**: Maintains professional relationships between self and others by establishing parameters regarding interpersonal interactions. Engages in discussions about work constraints while maintaining positive relationships.

**CUSTOMER FOCUS**: Commits to clarifying and supporting internal and external customers’ goals and strives to meet their expectations and requirements. Consistently acts with customers in mind. Holds self accountable for providing high-quality, responsive, and personable customer service.

**DEFENSIVE DRIVING**: Drives in a safety-conscious manner with awareness of environmental conditions, the actions of others, Agency policies, and laws.

**RECORDKEEPING AND DOCUMENTATION**: Gathers, organizes, and maintains records, following confidential information and security protocols as needed. Accurately documents relevant/essential actions, processes, and practices.

**TEAMWORK**: Works collaboratively with others to achieve shared goals and make decisions.

**Responsibility**

Responsibilities include working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; operating within a defined budget. There is a continual opportunity to significantly impact the organization’s services.

**Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally, the job requires 90% sitting, 5% walking, and 5% standing. The job is performed under minimal temperature variations and under conditions with some exposure to risk of injury and/or illness.

**Experience**: Job related experience is desired

**Education**: Targeted, job related education with study in job-related area

**Equivalency**:

**Required Testing Certificates and Licenses**

 Valid Driver’s License & Evidence of Insurability

 CPR/First Aid Certification

 OSPI Type I Bus Driver Authorization with Passenger

 Endorsement/S Endorsements

**Continuing Education / Training** **Clearances**

 Criminal Justice Fingerprint/Background Clearance

 Hepatitis B immunization within 120 days of employment

 Post-Offer WorkSteps Physical Test Required

**FLSA Status Approval Date Salary Grade**

Non-Exempt