



**Job Title:** Substitute Driver

**Exemption Status/Test:** Non-Exempt

**Reports to:** Operations Supervisor

**Date Revised:** April 2021

**Dept. /School:** Transportation

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**Primary Purpose:**

Operate a school bus and related equipment to provide safe and orderly transportation of students and other authorized personnel on assigned routes to and from other designated locations in the event of long or short-term driver vacancies and/ or absences.

**Qualifications:**

**Education/Certification:**

**Required:**

High school diploma or GED

Clear and valid driver's license with CDL certification and P and S endorsements

Satisfactory annual driver's license and criminal history check

Successful completion of all state and local training courses

Must be at least 21 years of age

**Experience:**

**Required:**

Two (2) years' prior experience as a certified school bus driver

Ability to accurately read maps/interpret directions for assigned route with little to no notice

**Preferred:**

Prior experience as a substitute bus driver

**Special Knowledge/Skills:**

Ability to operate a school bus

Ability to complete required bus driver safety training

Ability to annually complete required training for special needs transportation as required

Ability to work well with students with special needs

Ability to secure wheelchairs and operate wheel chair lift as trained

Ability to operate safety and adaptive equipment as trained

Ability to effectively train new bus drivers on routes as assigned

Ability to verbally interact with staff, parents, and the public in a positive manner

Ability to communicate effectively and appropriately via two-way radios

Ability to pass annual and random Dept. of Transportation physical/drug and alcohol testing

Ability to follow written and verbal instructions

Ability to physically perform front and rear door bus evacuations

Ability to read and understand documents, including policies and procedure manuals

## Major Responsibilities and Duties

1. Transport students to and from school in a timely and safely manner.
2. Instruct students on safe entering, exiting, and passenger rules and regulations. Supervise students while they board and leave the bus and cross the street.
3. Perform emergency evacuation of students on bus when the situations warrants.
4. Complete pre-trip and post-trip inspection and report any mechanical failures to the services writer.
5. Report to work at designated times as assigned and check schedule for route assignment changes every shift as assigned by supervisor.
6. Drive assigned route daily while adhering to established schedules and stop to drop off students at assigned bus stops.
7. Before stopping, operate stop sign and flashing lights on the bus to alert traffic.
8. Anticipate problems such as traffic, weather, road conditions, and schedule changes and make necessary adjustments to ensure student safety and reduce delays.
9. Follow assigned bus route as directed.
10. Follow safety procedures to ensure driver and all passengers are safe.
11. Provide behind the wheel training for new drivers 1-3 days on their new assigned route.
12. Display professionalism in dealing with students, parents, staff, and community.
13. Approach problem solving tactfully with directness and integrity.
14. Exert a positive influence and work in harmony with associates.
15. Respond to suggestions for improvement in a positive manner.
16. Observe all traffic laws and safety regulations for school buses.
17. Keep assigned bus clean as required.
18. Maintain professional appearance.
19. Be mentally alert and physically able to perform all job functions.
20. Report all accidents and/or incidents to proper authorities with required information and within the appropriate time frame.
21. Manifest support for and compliance with the philosophy, policies, and procedures of Garland ISD.
22. Follow district policies and departmental procedures pertaining to individual assignments.
23. Be consistent in route departure/arrival times at designated bus stops.
24. Maintain discipline and use appropriate and effective behavior management control over groups of students and/or students with special needs as trained.
25. Ability to maintain emotional control and de-escalate problems for students with special needs as trained.
26. Report student discipline problems to the appropriate administrator as required.
27. Attend monthly in-service or safety meetings as required.
28. Perform other duties as assigned.

### Supervisory Responsibilities:

None.

## Mental Demands/Physical Demands/Environmental Factors

**Tools/Equipment Used:** Standard office equipment such as personal computers and peripherals

**Posture:** Prolonged sitting, repetitive hand and arm motions

**Motion:** Repetitive hand motions, frequent keyboarding and use of mouse; occasional reaching

**Lifting:** Occasional light lifting and carrying (less than 25 pounds)

**Environment:** Work outside and inside with moderate exposure to extreme temperatures (hot and cold) and weather conditions; moderate exposure to vehicle fumes; work irregular hours as needed

**Mental Demands:** Maintain emotional control under stress

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsible and duties that may be assigned or skills that may be required.