

# **SUGAR-SALEM SCHOOL DISTRICT NO. 322**

## **Announcement of Vacancy**

Sugar-Salem School District has the following vacancy for the  
2023-2024 School Year:

### **SUBSTITUTE SCHOOL BUS DRIVER**

#### **QUALIFICATIONS**

1. High school diploma or General Education Degree
2. Hold a class B Commercial Driver's License with passenger and school bus endorsement
3. Meet the physical examination standards of the federal and state law, administrative rules, and Board policy
4. Is twenty-one years of age or older
5. Minimum safe driving experience as determined by the Board
6. Must not be addicted to the use of intoxicants or narcotics
7. Have an acceptable driving record
8. Pass random drug tests
9. Knowledge of bus passenger safety and effective discipline procedures
10. Sufficient mechanical aptitude to diagnose minor problems and make appropriate repairs
11. Able to maintain passenger discipline to ensure their safety and wellbeing and to protect against vandalism
12. Works well with students, staff, and parents
13. Awareness of and commitment to proper bus maintenance
14. Able to sit and occasionally required to walk or stand
15. Able to grasp tools and occasionally lift or move up the seventy-five pounds
16. Sufficient interpersonal and communications skills
17. Maintain confidentiality of staff and students

#### **JOB SUMMARY**

To transport pupils in a safe and efficient manner and perform all activities related to the operation of the school bus.

#### **MAJOR DUTIES AND RESPONSIBILITIES**

##### **Maintenance and Driving**

1. Perform the prescribed pre-trip inspection prior to each trip
2. Notify the transportation supervisor in writing, using approved forms when applicable, of any mechanical malfunctions, safety hazards, or necessary repairs
3. Maintain the cleanliness of the interior and exterior of the bus, paying particular attention to windshields and mirrors
4. Refuel the vehicle

5. Perform light maintenance, such as checking and replacing water, antifreeze, and oil; adding air to the tires
6. Adhere to established routes, designated bus stops, and the assigned schedule
7. Obey all federal and state law, administrative rules, and Board policy pertaining to traffic regulations and school bus safety
8. Stop at all railroad crossings and check visually and aurally that it is safe to cross before proceeding
9. Report all bus accidents to local school authorities, and reports all accidents and pupil injuries immediately to the building principal and transportation supervisor, and complete required reports
10. If ticketed as a result of an accident or traffic stop by police, pay any fines and court costs and attend any driving safety classes ordered by a judge
11. Refrain from using cell phones while the bus is in motion
12. Report all information necessary for vehicles violating the "Stop Arm Law"
13. Attend any required training and demonstrate driving proficiency

### **Interacting with Students**

1. Transport only authorized pupils and ensure that all students have left the bus at the end of the route
2. Abide by all federal and state law, administrative rules, and Board policy when loading and unloading passengers
3. Unload passengers seat by seat
4. Maintain discipline on the bus and write up students that violate rules
5. Require all students to remain seated when bus is in motion
6. Do not allow students to consume soda, food, or gum on the bus
7. Participate in emergency evacuation drills in accordance with federal and state law, administrative rules, and Board policy and instruct passengers regarding safety regulations and other bus rules

### **Other**

1. Maintain records as assigned by the transportation supervisor
2. Abide by all federal and state law, administrative rules, and Board policy
3. Know and follow school district policy and the chain of command
4. Interact with students, parents, staff, and others in a positive manner
5. Keep immediate supervisor informed of activities and issues that may arise
6. Assume responsibility for his or her continuing professional growth and development through such efforts as attendance at inservices
7. Seek assistance should emergencies arise
8. Represent the school district in a positive manner
9. Know and follow school district policy and chain of command
10. Perform other duties as assigned

### **EVALUATION**

Performance of this position will be evaluated annually by the transportation supervisor in conformance with district policy and Idaho law and administrative rules.

## **TERMS OF EMPLOYMENT**

This position shall be considered in all respects "employment at will". The "employment period" and other descriptions and terms set forth in this job description shall not create a property right for the employee. These are set forth only to advise the employee of when and what type of services will be required by the district so long as the employment continues.

### **NOTE**

*All certificated and non-certificated employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.*

Legal Reference:	I.C. § 33-512	Governance of Schools
	I.C. § 33-1210	Information on Past Job Performance
	IDAPA 08.02.02.004.02	Standards for Idaho School Buses and Operations

**Posting Date: 06/28/23**

**Hours 7:00am–8:15am and/or 2:20pm-4:00pm**

**Closing Date: Open until filled**

Application may be downloaded from the web at: [www.sugarsalem.org](http://www.sugarsalem.org) Please attach your resume at the time your application is finalized and submitted to Jen Robbins at [jrobbins@sugarsalem.com](mailto:jrobbins@sugarsalem.com) Attachments can be either a MS Word document or a .pdf file (recommended).

Applications are also available at the District Office: 105 West Center, P.O. Box 150, Sugar City, ID 83448

### **Contact Info**

Jen Robbins

Human Resources

[jrobbins@sugarsalem.com](mailto:jrobbins@sugarsalem.com)

(208)356-8802