

# NORTH SUMMIT SCHOOL DISTRICT NOTICE OF JOB OPPORTUNITY

## Transportation Department Substitute Bus Drivers

North Summit School District is accepting applications for a Transportation Department Substitute Bus Drivers

### Job Description:

#### QUALIFICATIONS:

1. Must meet all bus driver qualifications.
2. Satisfactory driving record.
3. Minimum age of 21.
4. Be able to meet personnel qualifications found in the Standards for Utah School Bus and Operations Manual. (page 66, 67)
5. Ability to manage students.

#### LEGAL REQUIREMENTS:

Found in Standards for Utah School Bus & Operations Manual. (page 66,67)

#### REPORTS TO:

Transportation Supervisor

#### POSITION GOALS:

To provide safe & efficient transportation of students to and from school, including assigned school activities, support the instructional process. To provide a positive service to students, staff and community members while operating efficiently with the fiscal parameters of the transportation budget.

#### ESSENTIAL DUTIES:

1. To be familiar with all rules, policies, & procedures affecting pupil transportation.
2. To establish rapport with supervisor and to work to ensure proper conduct & communications.
3. To establish proper rapport with pupils.
4. To instruct pupils in proper behavior, general procedures, and drills.
5. To maintain order as a safety practice & stress the following points:
  - a. Minimize interior noise.
  - b. Control passenger movement.
  - c. Require an orderly entrance & exit.
  - d. Eliminate movement or potential movement of objects.
  - e. Require silence at railroad crossings.
  - f. Prohibit transportation of unauthorized materials.
  - g. Handle minor infractions through seat assignments or discussions with pupil passengers.
  - h. In instances of serious or recurring misconduct, request camera on bus, use appropriate written forms to describe violations to persons dealing with discipline problems.

#### NON ESSENTIAL DUTIES:

1. Ability to work flexible hours.

Applications are available at North Summit School District Office. They are also available at [www.nsummit.org](http://www.nsummit.org). For more information, please contact the district office at 435-336-5654.

*NORTH SUMMIT SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER.*