



LAKE TAHOE UNIFIED SCHOOL DISTRICT CLASSIFIED EMPLOYMENT OPPORTUNITY

December 15, 2017

POSITION: **SUBSTITUTE BUS DRIVER**

TRANSPORTATION

SCHOOL YEAR: **2017-2018**

HOURLY RATE: **Range 17: \$18.51/hr**

Lake Tahoe Unified School District is actively looking for Substitute Bus Drivers to transport students to and from school campuses. The district provides a one-week free, non-paid training for qualified candidates.

ESSENTIAL DUTIES:

- Drive a school bus over designated routes according to established time schedules; transport students and teachers to and from school and home and on various special event trips; operate vehicles of varying size in adverse weather condition and in difficult terrain and traffic patterns.
- Pick up and discharge students at designated stops; escort students crossing streets according to established procedures.
- Supervise student conduct during transport to assure safe vehicle operation; participate in student behavior management according to established procedures; assure proper operation of on-bus cameras as necessary.
- Wash, sweep, polish, refuel and perform daily safety checks and inspections on buses; assure safety of students during vehicle operation.
- Maintain trip records, daily bus reports and bus inspection reports.
- Install snow chains on vehicles as necessary to assure safe operation of vehicles.
- Perform various non-mechanical vehicle maintenance duties as assigned; perform a variety of janitorial and trades activities as required seasonally.
- Assist Special Education students on and off the bus as necessary; assure special equipment is operating and secured properly.
- Perform first aid according to established guidelines and procedures.
- Review route changes, passenger changes, safety hazards or incidents with supervisor for recommended actions.
- Meet schedules and timelines.
- Learn and apply office policies, rules, and practices.
- Understand and follow oral and written directions.
- Work cooperatively with others.

KNOWLEDGE OF:

- Safe and defensive driving practices.
- Proper operation of school buses
- Applicable traffic and student transportation laws, codes, and regulations.
- First Aid procedures.
- Basic record-keeping techniques.
- Interpersonal skills using tact, patience, and courtesy.
- Applicable sections of the State Education Code and other applicable laws.

ABILITY TO:

- Operate a school bus over designated routes.
- Drive school buses safely and efficiently.
- Maintain safe discipline among passengers.
- Learn and apply District policies and procedures related to student discipline.
- Observe legal and defensive driving practices.

- Learn and follow designated routes and time schedules.
- Read and interpret maps.
- Maintain bus in clean and proper working condition.
- Demonstrate safe driving record.
- Conduct safety inspections and perform routine preventative maintenance.
- Administer first aid to ill or injured children.
- Maintain routine records.
- Understand and follow oral and written directions.
- Communicate effectively with others.
- Establish and maintain cooperative and effective working relationships with others.

DESCRIPTION OF PHYSICAL REQUIREMENTS:

- Climbing in and out of a bus.
- Sitting for extended periods of time.
- Lifting and carrying objects weighing over 50 pounds.
- Bending.
- Dexterity of hands and fingers to operate a school bus.
- Installing chains on school buses.
- Seeing to read and inspect maps and driving routes.
- Hearing and speaking to communicate and exchange information with District staff, students, teachers, and parents on the telephone and in person.
- Reaching to retrieve and file records.

EDUCATION AND EXPERIENCE:

- Any combination equivalent to: successful completion of a school bus driving training program recognized by the California Highway Patrol.

WORKING CONDITIONS AND HAZARDS:

- Indoor and outdoor environment.
- Driving a vehicle to conduct work.
- Exposure to cleaning chemicals and diesel fumes.
- Driving in adverse weather conditions and occasionally in difficult terrain and traffic patterns.

APPLICATION PROCEDURE: Please submit a COMPLETE online application packet to www.edjoin.org.

Questions regarding this position may be directed to: **Dana Lincoln, Human Resources Department** at dlincoln@ltusd.org

1. Edjoin Application
2. Letter of Introduction elaborating on training, goals, and relevant experience
3. Resume
4. Minimum 3 letters of recommendation

PLEASE SCAN AND UPLOAD CURRENT LETTERS THAT ARE SIGNED AND DATED! LETTERS THAT ARE NOT SIGNED OR DATED WILL NOT BE CONSIDERED AND MAY RESULT IN AN INCOMPLETE APPLICATION PACKET.

DEADLINE FOR APPLICATION: February 20, 2018 at 5:00pm or Until Filled

Lake Tahoe Unified School District is an Equal Opportunity/Affirmative Action/ADA Employer