

EVERGREEN UNION SCHOOL DISTRICT

# JOB POSTING

## SUBSTITUTE BUS DRIVER

TEAMSTERS POSITION

Evergreen Union School District has a part time opening for a Substitute Bus Driver. Position will be ongoing, as needed, and approx. 6 hours/day, anytime from Monday-Friday; \$16.42/hour.

Under the supervision of the Transportation Coordinator, the substitute bus driver operates a school bus or transportation vehicle over designated routes with an established time schedule, and transports students to and from school. See job description attached.

Position requires the possession of a valid Class B California Motor Vehicle Operator's License; possession of a School Bus Driver's Certificate issued by the California Highway Patrol. First Aid/CPR certificates required.

If you wish to be considered for this position, apply through Edjoin.com.

Position will remain open until filled.

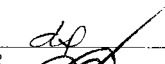
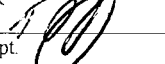
**Evergreen Union School District**

19500 Learning Way

Cottonwood, CA 96022

530/347-3411 \*\*\* 530/347-7954-fax

1/20/21

Reviewed/Approved:
HR 
Supt. 

**EVERGREEN UNION SCHOOL DISTRICT**  
**Job Description**

**Job Title:** BUS DRIVER  
**Salary Schedule:** Teamsters  
**Division:** Classified  
**Department:** Transportation  
**Location:** School Site  
**Reports To:** Transportation Coordinator  
**Approved By:** Harley J. North  
**Approved Date:** February 1998  
**Board Approved:** December 14, 1999  
**Board Rev'd Approval:**

**SUMMARY**

Under supervision of the transportation coordinator, the bus driver operates a school bus or transportation vehicle over designated routes within an established time schedule, transports students to and from school and on field trips, and performs daily bus inspections.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Duties and responsibilities include the following. Other duties may be assigned.

Drives a school bus or transportation vehicle over assigned routes in accordance with an established time schedule.

Transports students safely to and from school.

Loads and unloads students safely at designated stops and on field trips.

Implements student's safety and pupil transportation vehicle evacuation drills and/or real life emergencies.

Maintains bus in a clean and orderly condition, inspects thoroughly prior to placing it into service and reports any mechanical defects or malfunctions. Sweeps, cleans and refuels buses.

Adheres to policies and procedures in maintaining appropriate student behavior.

Responds to public contacts concerning transportation problems and concerns.

May transport children with special learning needs and physical handicaps.

Administers first aid as required, and contacts appropriate administrators in case of serious injury or illness.

Promptly reports all incidents, collisions and service interruptions; utilizes radio correctly.

Delivers his or her bus to the designated service garage for monthly service, repairs tires as needed.

Assists in evaluating bus routes, and reports unsafe road conditions.

Other assignments as directed by the superintendent, principal or transportation coordinator.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **EDUCATION and/or EXPERIENCE**

Less than high school education; or up to one month related experience or training; or equivalent combination of education and experience.

## **LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

## **MATHEMATICAL SKILLS**

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

## **REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

Possession of a valid Class B California Motor Vehicle Operator's License; possession of a School Bus Driver's Certificate issued by the California Highway Patrol. First Aid/CPR certificates may be required during the employee's probationary period.

## **OTHER SKILLS AND ABILITIES**

Knowledge of safety and maintenance requirements of bus and other pupil transportation equipment. Ability to drive a school bus and other transportation equipment safely and efficiently, and maintain appropriate student behavior on a school bus. Ability to interact with staff members, students, parents, and others in an open, friendly businesslike manner and to perform appropriately in situations requiring tact and diplomacy.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to reach with hands and arms and taste or smell. The employee is occasionally required to stand; walk; climb or balance; and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The employee is frequently exposed to moving mechanical parts and vibration. The employee is occasionally exposed to fumes or airborne particles. The noise level in the work environment is usually moderate.

EVERGREEN UNION SCHOOL DISTRICT  
TEAMSTERS CLASSIFIED SALARY SCHEDULE  
2020-2021

STEPS	1	2	3	4	5	6-9	10-14	15-19	20-24	25-
Class										
1	14.22	14.89	15.64	16.42	17.31	18.15	19.05	20.00	21.01	22.06
2	14.89	15.64	16.42	17.31	18.15	19.01	19.96	20.96	22.02	23.11
3	15.64	16.42	17.31	18.15	19.01	19.92	20.92	21.97	23.07	24.22
4	16.11	16.91	17.83	18.70	19.58	20.52	21.55	22.62	23.75	24.93
5	16.42	17.31	18.15	19.01	19.92	20.98	22.03	23.12	24.28	25.49
6	17.31	18.15	19.01	19.92	20.98	22.03	23.12	24.28	25.49	26.75
7	18.15	19.01	19.92	20.98	22.03	23.15	24.32	25.54	26.81	28.15
8	23.14	24.31	25.53	26.81	28.15	29.54	31.03	32.58	34.20	35.90

Board Approved: January 8, 2019

Classifications	Range
Food Service I	1
Day Custodian	3
Night Custodian	4
Bus Driver	5
Food Service II	5
Day Maintenance I	6
Day Maintenance II	7
Bus Coordinator	7
Food Service Manager	7
Lead Maintenance	8
Maintenance II/Bus Mechanic	8