



**Job Description  
Bus Driver  
(Sub Driver)**

**Purpose:** All drivers & Sub Drivers must meet all training and certification requirements in order to drive for Rehoboth Christian School. Your main responsibility is to comply with all required regulations in order to do this job properly according to local laws and authorities. Evidence of Christian commitment and testimony, commitment to Christian education and the mission of Rehoboth Christian School.

**Reports To:** Transportation Manager (or) Director of Operations

**Terms of Employment:** Employed full-time on a Teacher Contract, with 180 days of work. (Sub Drivers will be on an “on-call” basis and will work hours accordingly as required.)

**Qualifications:**

**\*First and foremost, the Rehoboth School Bus driver MUST comply with all Local, State and Federal guidelines required to operate a school bus. The bus driver must also comply with and sign a copy acknowledging receipt of and compliance with: The Rehoboth Christian School Transportation Department Bus Driver’s Policy and Job Description (attached)**

- a. Must have an interest in and empathy for children.
- b. Must possess a comprehensive knowledge of driving in a safe and courteous manner.
- c. Must be at least twenty-one (21) years old.
- d. Must submit a completed application, a print-out from MVD of driving record and no DUI's in the past 7 years.
- e. Must have appropriate CDL license and to update all training that is required to obtain your CDL license.
- f. Must be willing and able to submit to and pass federally mandated substance abuse testing as outlined in our Drug/Alcohol Policy.
- g. Must be able to pass the annual school bus physical examination. In which a copy of your physical card must be present with driver at all times when operating an RCS bus or vehicle.
- h. Must have the ability to understand and carry out written and verbal instructions.



- i. Must be able to communicate well with people including clear and understandable verbal skills.
- j. Must have the writing and math skills to accurately complete assigned roster, forms and reports.
- k. Must be able to read and interpret schedules and forms as well as read and use a map or when available a GPS guide unit.
- l. Must be able to drive all district buses and operate lift equipment and security devices on special needs buses. If applicable. Must be certified.
- m. Must be physically able to climb in and out of the bus emergency door, and you must also be able to crawl under the bus when necessary.
- n. Must have the ability to maintain effective pupil management.
- o. Must attend in-service training and other safety meetings as required .
- p. Must have a current updated First Aid/CPR certification and Defensive Driving certification.
- q. Must be willing to learn to deal with students with disabilities and how to care for any special needs that they may have.
- r. Must inform other employers, (second job) that your driving duties come first. This is your primary employment. When scheduled, these duties must be carried out. Under no circumstances this should not interfere with your driving duties.

### **Responsibilities and Primary Job Functions:**

- a. Driver and (or) Substitute Driver must comply with and adhere to the Rehoboth Christian School Transportation Department Driver's Policy and Job Description (Policy attached to this description)
- b. Must sign the acceptance and adherence to the above stated policy
- c. Must participate in the DOT required Drug and Alcohol Random Testing Program.

### **Sub Drivers Additional:**

- a. All Sub drivers must familiarize themselves with each primary route; know it's children to the best of their ability and also be aware of any special circumstances per bus per driver.
- b. All Sub drivers must familiarize themselves with the bus they will be driving on and make sure they are aware of seating charts, stops, students, routes, etc...any questions prior to the trip must be addressed with the primary driver (if possible) and or the Transportation Manager.