

South Fayette Township School  
District

3680 Old Oakdale Road  
McDonald, PA 15057  
(412) 221-4542; Fax (724) 693-2883  
www.southfayette.org

**Job Description**

**TITLE:** Substitute School Bus Driver

**DEPARTMENT:** Transportation

**REPORTS TO:** Transportation Director

**QUALIFICATIONS:**

1. Valid Commonwealth of Pennsylvania CDL class "A or B" driver's license with all required endorsements for school bus operation-We will provide training if necessary
2. Valid Physical Examination Card signed by the School Board approved physician
3. Obtained a current Act 151 Pennsylvania Child Abuse History Clearance
4. Obtained a current Act 34 Pennsylvania State Police Criminal Record Check
5. Obtained a current Act 114 Finger print clearance
6. Current Tuberculin test
7. Pre-employment Drug & Alcohol testing
8. Participation in a random selection drug and alcohol testing program

**JOB RESPONSIBILITIES:**

1. Responsible for conducting two (2) daily safety inspections of the bus as required in the Preventive Maintenance section of the Pennsylvania School Bus Driver's Manual and reporting any irregularities to the Chief Mechanic or the Mechanic's Assistant
2. Responsible for daily sweeping and cleaning of the bus
3. Responsible for maintaining student discipline and reporting discipline issues to the respective school principals
4. Responsible for operating established bus routes and stops within the posted speed limits. Report proposed changes to the Director of Transportation
5. Responsible for completing required reports in a timely manner
6. Responsible for maintaining appropriate Commonwealth of Pennsylvania licensing with required endorsements

7. Responsible for following all Federal, State, Local and School district procedures, policies and regulations

**TERMS OF EMPLOYMENT:**

The substitute bus driver pay rate is \$20.00 per hour.

Substitute bus drivers are called to fill openings created due to absence.

Cumulative hours for the district will be limited to 40 per week.

Substitute positions provide no benefits

**EVALUATION:**

Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Support Services Personnel.