POSITION TITLE: Substitute Bus Driver (Sub pool; temporary positions)

LOCATION: Butte-Glenn Community College District

SALARY: $16.00 per hour

HOURS: Up to 30 - 40 hours per week

START DATE: ASAP

DEADLINE for APPLICATIONS: Open until filled

POSITION OVERVIEW: Under the direction of the Supervisor of Transportation performs a variety of duties and responsibilities related to operating a District bus over designated routes or on field trips and performing routine maintenance.

JOB DUTIES:

*1. Drives District bus over designated routes in accordance with time schedules, picking up and discharging students; transporting students and teachers on special trips to various locations, choosing the best route and making departure and arrival time as scheduled.

*2. Checks motorized equipment and fills with fuel, oil, water, battery water and air as required.

*3. Make mechanical checks to assure buses can be operated safely.

*4. Cleans and washes automotive equipment; reports mechanical defects.

*5. Maintain order on the bus and report any problems to the appropriate administrator.

*6. Use good judgment at bus stops to protect students from other traffic while boarding or departing from the bus.

*7. Follows District policies and maintains records as required.

*8. Inspects bus prior to operations for safety purposes; renders first aid or emergency assistance.

9. May perform other related duties as assigned.

* Essential functions in conformance with Americans with Disabilities Act.

MINIMUM QUALIFICATIONS:

1. Graduation from high school or G.E.D. or equivalent AND

2. Experience closely related to the duties and responsibilities of this class.

CERTIFICATES, LICENSES AND OTHER REQUIREMENTS:

- Valid Class B Commercial Driver’s license with school bus, passenger and air brake endorsements issued by the California Department of Motor Vehicles;
- Possession of a valid school bus driver’s certificate;
- Medical certificate;
- Possession of, or ability to obtain, Standard First Aid and CPR cards;
- As a condition of employment, applicants must pass a required pre-employment drug and alcohol test.

DESIRED QUALIFICATION:

1. One year (1) Type 1 School Bus driving experience.

REQUIRED DOCUMENTS:

- Butte College Application
- Copy of:
  1. Valid and Current California Class B Commercial Driver’s License with school bus, passenger and air brake endorsement
  2. Valid and Current California School Bus Driver’s Certificate
  3. Valid and Current Medical Examiners Certificate (DL-51A)
  4. 10-year driving history printout (DMV H6)
  5. Standard First Aid and CPR cards if in possession

SUBMIT APPLICATIONS TO: James Carlson
Supervisor of Transportation
Facilities Planning and Management
3536 Butte Campus Drive
Oroville, CA 95965

QUESTIONS? Contact: Butte-Glenn Community College District, Transportation, (530) 895-2354