

**Hernando County School
Board Florida**

FLSA: Non-Exempt, Non-Union

SUBSTITUTE FIELD TRIP BUS OPERATOR

Required Qualifications:

- Must possess a valid Class A or B Commercial Driver's License (CDL) with Passenger and School Bus endorsements
- Medical Examination Report for Commercial Driver Fitness Determination
- Thorough knowledge of bus operation, safety and safety equipment
- Basic knowledge of first aid procedures
- Provide support, instruction, and behavior management to help students understand and comply with school bus safety rules
- Ability to interact well with other staff, students, parents and the general public

Desired Qualifications:

- High school diploma or General Education Diploma (GED)

Performance Responsibilities:

- Conduct pre-trip and post-trip inspections according to state guidelines to ensure the safe delivery of students including the inspection of all lift operations, car seats and tie-downs if applicable
- Complete all field trip paperwork and return to Field Trip Secretary at completion of field trip
- Collect Field Trip Student Roster provided by school field trip personnel document field trip start/end times and mileage for each trip
- Obtain signature from school field personnel at the completion of each field trip
- Remain at field location unless authorized to depart location by school field trip personnel
- Instruct students on the proper methods to board and depart from the bus and see that these instructions are carefully observed
- Be aware of the available medical assistance along the route (example: hospital, doctor offices, fire stations)
- Operate a hydraulic lift when necessary
- Provide emergency situations in a calm and orderly manner
- Control pupil behavior on the bus
- Responsible for fueling of the bus
- Responsible for interior cleanliness of the bus
- Observe all state, city, and local laws and regulations
- Be in charge of the bus and all the passengers
- Attend state training programs, testing programs, first aid courses and other meetings as required
- Prepare detailed route reports, transportation reports, daily head count reports and bus inspection reports when required
- Perform other duties as assigned by the Director of Transportation and/or designee

Physical Demands:

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects

Reports to:

Reports directly to the Director of Transportation and/or designee

Evaluation:

Not required for substitute positions

Terms of Employment:

Temporary, on an as-needed basis

“At will” employee – can be dismissed at the discretion of the Superintendent of Schools and/or designee

Salary:

Salary based upon approved salary schedule – Noninstructional Substitute

Job Code:

78031

Board Approved: 05/20/2025