

**Flemington-Raritan Regional School District**

**JOB DESCRIPTION**

**JOB TITLE:**            **Substitute Bus Driver**

**QUALIFICATIONS:**

- High School Diploma required.
- Must possess a class B CDL Drivers License with S and P endorsements; this license must be maintained in good standing.
- Required criminal history check and proof of U.S. Citizenship or resident alien status.
- Reside in the state of NJ within one year of appointment.
- Ability to lift over 50 lbs.

**REPORTS TO:**        Supervisor of Transportation

**JOB GOALS:**

- To ensure the safe transportation of our students.
- Work as a team with the staff and teachers.
- Exercise good judgment and extreme caution while driving.
- Ability to establish and maintain effective work relationships with coworkers.

**PERFORMANCE RESPONSIBILITIES:**

1. To transport students to and from school and other sites within designated routes and to ensure the safety of the student passengers while in a school vehicle.
2. Drives a school transportation vehicle within a prescribed route in accordance with the time schedules, picking up and discharging students at designated stops.
3. Maintains order and proper discipline of student passengers according to district policy.
4. Conducts safety and operational inspection of assigned vehicle daily.
5. Performs periodical safety drills as required by law: completing necessary reports upon request.
6. Maintains cleanliness of vehicle to ensure safe operating condition.
7. Reports needed mechanical repairs when necessary.
8. Services bus/van with diesel fuel or gas.
9. Attends various meetings and training programs regarding safety, first aid and training updates as required.
10. Performs other related duties as may be assigned by the Supervisor of Transportation, the Superintendent of Schools or designee.

**TERMS OF EMPLOYMENT:** Per diem as needed.

**SALARY:** Pay rate to be determined by the Board of Education.

Board Approval: May 22, 2025