

Substitute Bus Driver and Bus Aide

Fiddlehead School - Gray, Me 04039

Posted Date Fall 2022

Description

Substitute Bus Driver (CDL Driver's License required)

Substitute Bus Aides (No license required)

- Per diem (by the day) assignments available
- Flexible days
- 4-5 hours per day

PERFORMANCE RESPONSIBILITIES:

- To be sure all students are secure.
- Help the Bus Driver maintain a clean bus for everyone.
- Assists the bus driver in maintaining good student conduct on the bus.
- Assures that students get on and off the bus in an orderly fashion

Certification/License:

Criminal History Record Check (CHRC) which includes Fingerprints on file with the Maine Department of Education

Education:

GED or High school diploma

Experience:

No experience is required but working with young and special needs students is helpful.

QUALIFICATIONS:

1. High School Diploma or GED equivalent.
2. Valid DOE fingerprinting certification.

PERFORMANCE RESPONSIBILITIES:

1. Supervises all children on the bus.
2. Obeys traffic laws.
3. Observes all mandatory safety regulations for school buses.
4. Maintains discipline when students are on the bus.
5. Reports undisciplined students to the Executive Director.
6. Keep the assigned vehicle clean.
7. Check the vehicle before each operation for mechanical defects.
8. Notifies the Executive Director in case of mechanical failure or lateness.

11. Transports only authorized students.
12. Keeps to the assigned schedule.
13. Reports all accidents and completes required reports.

The above job description reflects the general requirements necessary to describe the principal functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

Equal Opportunity

The School Department is an Equal Opportunity Employer. The district shall actively work to have the teacher and administrator workforce reflect the student body's diversity.

The selection of all employees by the School Department will be based on those with the highest capabilities, the strongest commitment to quality education, and the greatest probability of effectively implementing the learning program. Selections will be made without consideration on the basis of race, color, sex, sexual orientation, gender identity, religion, ancestry or national origin, age, marital status, disability or genetic information, and any other state or federal prohibitions. For the purpose of this policy, "sexual orientation" means a person's actual or perceived heterosexuality, bisexuality, homosexuality, or gender identity or expression.

Criminal Background Check

All employees of Maine schools must be fingerprinted for a criminal history background check. Please create a login and create an account and make an appointment for a fingerprinting appointment at <https://www.maine.gov/doe/cert/fingerprinting>