

# Riverside Local School District

Job Postings/Vacancies  
2021 – 2022 School Year

Date: October 14, 2021

Title: **Substitute Transportation Operators & Assistants**  
Routes Vary  
Monday – Friday openings, as needed

Responsibilities  
and Skills

Required: Please refer to attached Job Description(s).

Reports to: Director of Transportation

Terms of  
Employment:

Initial contract one year; additional employment in compliance with Article XVII of the negotiated agreement between the Riverside Local Board of Education and O.A.P.S.E. LOCAL #374 and O.R.C. Section 3319.081 (A).

Funding: General Fund, Substitute Transportation Operator \$15.00 per hour  
General Fund, Substitute Transportation Assistant \$9.70 per hour

Limitations: As listed in the Riverside Local School District Policy Section 4120, Employment of Non-Teaching Personnel, 4124 Employment Contract, and Articles X, XVII, and XXX of the Agreement between the Riverside Local Board of Education and O.A.P.S.E. Local #374. Please consult relevant negotiated agreement for other applicable limitations.

All requests for consideration should be sent to Ms. Christine Illner at ([Christine.Illner@riversideschools.net](mailto:Christine.Illner@riversideschools.net)) and Mrs. Mallory Aliff at ([Mallory.Aliff@riversideschools.net](mailto:Mallory.Aliff@riversideschools.net)).

**JOB DESCRIPTION**  
**DUTIES AND RESPONSIBILITIES**

Position: **TRANSPORTATION OPERATOR - REGULAR AND SUBSTITUTE**  
Responsible to: Transportation Supervisor  
Evaluated by: Transportation Supervisor  
Primary  
Function: Drive school bus on assigned routes and deliver students safely and efficiently as possible.

Performance Responsibilities:

1. Daily inspection of bus.
  - A. Check water.
    - 1.) If bus is equipped with spillover reclaim system, check reclaim tank for fluid, if low, have mechanic fill.
    - 2.) If bus is not equipped with spillover reclaim system, only open radiator cap when engine is cold and radiator not under pressure. If radiator is low, call garage.
  - B. Check oil - add if necessary.
  - C. Warm-up period (gradual warm up).
    - 1.) Clutch to be held in for 2 minutes in cold weather.
  - D. Check all panel gauges.
  - E. Check outside lights, tires, lugs, etc.
  - F. Open emergency from inside and outside.
  - G. Check--insure all necessary safety equipment is present.
  - H. Tap bottom of fire ext. on front tire once a month to loosen powder.
  - I. Pump down brakes and check if pressure builds up as supposed to.
2. Bus - Housekeeping
  - A. Sweep daily.
  - B. Dust weekly.
  - C. Wash exterior as often as needed.
3. Bus maintenance.
  - A. Report any and all mechanical problems and request for service on written "School Bus Maintenance Requests" to Supervisor of Transportation.
  - B. "School Bus Maintenance Request" form distribution:
    - 1.) Form submitted to Supervisor or Secretary in Supervisor's absence.
    - 2.) 1,000 mile lubrication and 5,000 mile oil change to be requested on "School Bus Maintenance Request".
    - 3.) In the absence of regular driver, substitute assumes all the responsibilities of regular driver.

4. Mechanical problems enroute.
  - A. Call Transportation-Garage office.
    - 1.) Give bus location.
    - 2.) Nature of problem.
    - 3.) Number of pupils on bus.
  - B. Place fuse front and rear of bus.
  - C. Turn on four way flashing amber lights.
  - D. DO NOT change location until mechanical assistance has been given.
5. Bus Accidents
  - A. All accidents, major or minor, must be reported, using the following procedures:
    - 1.) Call Transportation office, give details as to location, and if ambulance is required.
    - 2.) Call local law enforcement.
6. Radio Use
  - A. Radios are to be kept clear for communication with bus garage and emergencies.
7. Student Control
  - A. Basic student control on buses is the driver's responsibility in conjunction with normal safety rules and administrative support.
  - B. Responsibility for student control on buses for field trips shall be shared with accompanying teachers.
8. Remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment in the District.
9. Responsible to help instill in students the belief in and practice of ethical principles and democratic values by serving as role model.
10. Provides critical analysis as needed.
11. Generates written work-product as needed.
12. Reports misconduct or violations of policy or procedure.
13. Must not disrupt the proper functioning of your position or department.
14. Must not undermine the authority of coworkers, supervisors, or superiors.
15. Must maintain close working relationships with coworkers, supervisors, and superiors.
16. Must ensure that official communications are accurate, demonstrate sound judgment, and promote the employer's mission.
17. Must ensure that all applicable laws and regulations are followed. In the event the employee becomes aware of any non-compliance by the District or other staff, the employee is to report such to his/her immediate supervisor (or the next higher level, if the supervisor is responsible for the problem) and maintain the confidentiality of the report so that the problem can be appropriately corrected in the best interests of the District.
18. The employee shall remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the Riverside Local School District.
19. Must serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
20. Must instill in students the belief in and practice of ethical principles and democratic values.

**JOB DESCRIPTION**  
**DUTIES AND RESPONSIBILITIES**

**Position:** **TRANSPORTATION ASSISTANT - REGULAR AND SUBSTITUTE**

**Responsible to:** **Transportation Supervisor**

**Job Goal:** Responsible to assist with the safe and efficient transportation and care for the students assigned to their bus.

**Qualifications:**

1. High School diploma or equivalent.
2. 21 years old or older.
3. Physically capable of meeting the students' needs getting onto and off of the bus.
4. Strong moral character.
5. Pass a security check.
6. Communicate effectively and patiently with students and parents.

**Performance Responsibilities:**

1. Assist with the loading and unloading of bus riders, from classroom to doorstep if necessary.
2. Maintain control of children while they are on the bus.
3. Maintain scheduled routes and assist substitute drivers with pickup and drop off.
4. Jointly responsible for the safe condition and cleanliness of the bus.
5. Attend to the student's personal and equipment needs while they are on the bus.
6. Assist students who have bathroom or similar accidents using proper methods for clean up and disposal.
7. Work cooperatively with bus driver and substitutes.
8. Attend inservice and training as requested.
9. Maintain confidentiality of and for the students assigned to your care.
10. Promote positive public relations for the district through your attitude, appearance, actions, and conversations.
11. Assist on field trips when needed.
12. Assist with bus safety and fire drills.
13. Contact the supervisor in case of personal illness in a timely manner to allow for the securing of a substitute.
14. Remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment in the District.
15. Responsible to help instill in students the belief in and practice of ethical principles and democratic values by serving as role model.
16. Provides critical analysis as needed.
17. Generates written work-product as needed.
18. Reports misconduct or violations of policy or procedure.
19. Must not disrupt the proper functioning of your position or department.
20. Must not undermine the authority of coworkers, supervisors, or superiors.
21. Must maintain close working relationships with coworkers, supervisors, and superiors.
22. Must ensure that official communications are accurate, demonstrate sound judgment, and promote the employer's mission.
23. Must ensure that all applicable laws and regulations are followed. In the event the employee becomes aware of any non-compliance by the District or other staff, the employee is to report such to his/her immediate supervisor (or the next higher level, if the supervisor is responsible for the problem) and maintain the confidentiality of the report so that the problem can be appropriately corrected in the best interests of the District.