

EMPLOYMENT OPPORTUNITY

THE PERSONNEL COMMISSION
GARDEN GROVE UNIFIED SCHOOL DISTRICT
INVITES APPLICATIONS FOR

SUBSTITUTE BUS DRIVER

OPEN/CONTINUOUS RECRUITMENT
OPEN TO THE GENERAL PUBLIC AND DISTRICT EMPLOYEES

**** NOW AVAILABLE ONLINE ****
Fill-In application forms
www.ggusd.us
Click on Employment.

SALARY: \$17.75 per hour (11-12 Rate)
PERSONNEL COMMISSION APPROVAL: OCTOBER 5, 2011
POSTING DATE: SEPTEMBER 15, 2011
LAST DAY TO FILE: OPEN/CONTINUOUS

*District has an immediate need for persons possessing the licenses required for the position.
(see below)

ABOUT THE JOB: The starting salary is \$17.75 per hour. Regular positions are then filled by Substitute Bus Drivers and work seven (7) hours per day/school session.

ESSENTIAL DUTIES

- Drives a school bus over any designated route according to established time schedules.
- Picks up and discharges students at designated stops, communicating with teachers and parents, as appropriate.
- Assists students with disabilities to board and leave the bus.
- Transports students on special educational trips and to athletic events.
- Supervises the conduct of students while on a school bus or a school campus.
- Administers first aide, as appropriate.
- Cleans, services and performs daily safety checks on assigned vehicle.
- Keeps trip records and makes simple reports.
- Performs overtime driving duties, as assigned.
- Picks up and delivers vehicles and materials, as assigned.
- Performs simple clerical and inventory duties, as assigned.
- Performs a variety of non-bus driving duties, as assigned.

EMPLOYMENT STANDARDS

Education and Experience: One year of experience in the operation of a motor vehicle. Some experience working with school aged children is desirable.

KNOWLEDGE AND ABILITIES

Knowledge of:

Safe bus driving practices; provisions of the California Motor Vehicle Code and the Education Code applicable to the operation of vehicles in the transportation of school children; first aid practices.

Ability to:

Drive a school bus safely and efficiently; supervise the conduct of students; follow oral/written instructions; learn and carry out prescribed safety checks; keep simple records; work cooperatively with students, parents, school officials, other employees and law enforcement personnel.

***LICENSE:** Must possess and maintain a valid Class B California Driver License with a School Bus Driver's Certificate. Must remain insurable at the standard insurance market rate. **Applicants must provide a recent (within 30 days) original DMV record (H-6, 10 year) with applications.**

OTHER REQUIREMENTS: Must have a valid medical certificate and medical card.

SELECTION PROCEDURES: Applications will be accepted from the general public and district employees who possess the above qualifications. *The district reserves the right to invite in applicants whose qualifications most closely meet the requirements needed for the position.*