

# SCHOOL DISTRICT OF LEVY COUNTY

## JOB DESCRIPTION

### SUBSTITUTE BUS DRIVER

(AT WILL POSITION)

Qualifications are:

- 1) High School Diploma or equivalent
- 2) Possess a valid Florida CDL Class B license with air brakes, passenger and school bus endorsements.

### Substitute Bus Driver Hiring Process

1. Applicant applies online at [www.levy.k12.fl.us](http://www.levy.k12.fl.us)
2. Chosen applicants will be interviewed/screened by the Transportation Dept. All minimum requirements will be checked.
  - i. Applicant must hold an E class driver's license at least five (5) years and be 21 years of age.
  - ii. Applicant must possess a high school diploma or equivalent.
  - iii. Applicant must pass a DOT physical.
  - iv. Applicant will provide a copy of their driver's license for DMV screening.
3. Transportation will verify applicant's professional references.
4. Applicant will pass all written tests to obtain a CDL permit, Class B w/air brakes, P & S endorsement. Cost is \$6.25 per test. Retest fees is \$10.00 per test.
5. Applicant will submit to a DOT (7 panel) drug screening.
6. Applicant will submit to a fingerprint background screening. Cost is \$78.00.
7. Applicant will sign the reimbursement acknowledgement (twelve month commitment).
8. Employee will submit to a DOT physical, required to obtain CDL learner's permit.
9. Employee starts training program, paid at \$9.00 per hour.
10. Employee completes a 21 hour Florida Bus Curriculum computer course.
11. Employee receives a minimum 15 hours behind the wheel training.
12. Employee receives training to take the hands-on commercial driving test.
13. To add the commercial driver's license status at the DMV is \$68.00 with the School Board discount.
14. Ability to work in a constant state of alertness and safe manner.

Contact the Transportation Department at 486-5252 for details.

**Hourly rate listed on the Substitute and Other Salary Schedule**  
**DOE Job Code 78031**  
**Revised Board Approval 04/11/2017**