Job Title: Bus Driver **Wage/Hour Status:** Nonexempt

Reports to: Transportation Director/Supervisor **Pay Grade:** 5

Dept./School: Transportation **Date Revised:** 10/10/2024

Primary Purpose:

Ensure safe and orderly transportation of students on assigned route. Operate school bus that transports students and other authorized personnel to and from schools or other designated location.

Qualifications:

Education/Certification:
Valid Texas Driver License (Class B Commercial Drivers License with Passenger and School Bus endorsements) or must be obtained within 90 days.
Driving record that meets the requirements of the District/State.
Must be able to pass an annual DOT (Department of Transportation) physical, alcohol test, and drug test.
Must be 21 years of age
Ability to follow written and verbal instructions
Ability to communicate effectively
Knowledge of student discipline procedure
Ability to manage student behavior
External candidate must have satisfactory outcome of fingerprinting background check. Non-refundable fee ($50.00) paid by employee

Experience:
None required, will train

Major Responsibilities and Duties:

Vehicle Operation

1. Ensure the safe transportation of students on school routes, program routes, and field trips.
2. Regular attendance is an essential function of the job.
3. Drive any local or special education school bus/route as needed and perform all essential driver duties.
4. Follow assigned route and adhere to established schedules.
5. Operates the vehicle in a safe and efficient manner.
6. Help fasten appropriate child safety restraint systems.
7. Maintain discipline and report discipline problems in the appropriate manner.
8. Observe all traffic laws and safety regulations for school buses.
9. Assist students with the loading and unloading process.

10. Ensures the safety, welfare and orderly conduct of passengers while on bus.

11. Supervise students while they board and leave the bus and cross the street.

12. Communicates with school staff, students, law enforcement officials, motoring public, and parents regarding student behavior on bus.

13. Operates cell phone to communicate with the Transportation Department.

14. Conducts thorough pre-trip and post-trip inspections of the vehicle and special equipment and notifies vehicle maintenance of needed repairs.

15. Ensures proper condition of emergency equipment, such as first aid kit, biochemical kit, fire extinguisher, reflectors, etc.

16. Report all accidents, incidents, vehicle damage, student, injuries, and mechanical failures.

17. Keep records on bus mileage, fuel, and students transported.

18. Report any unsafe conditions in work area that could cause an accident and report same to supervisor.

19. Attend and complete required training program to maintain safety certification.

20. Performs additional duties and accepts other responsibilities as may be assigned.

21. Utilize and maintain the Unite GPS student tracking system.

22. Complete assigned training modules through Infinit-I online program.

This job description is not intended, and should not be construed to be an exhaustive list of all responsibilities, skills, efforts, or working conditions associated with this job.

Supervisory Responsibilities:

None.

Equipment Used:

School bus, safety equipment (flares, reflective signs), fire extinguisher.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:
Maintain emotional control. Continual sitting, reaching, and repetitive hand and arm motions. Work outside and inside; moderate exposure to extreme temperature (hot) and vehicle fumes.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved by _____ Date _____

Reviewed by _____ Date _____

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Employee Signature Date