



Job Description - School Bus Driver

Department: Transportation

Job Status: Part Time

FLSA Status: Non-Exempt

Reports To: Transportation Manager

Work Days: 182

POSITION SUMMARY

This position is responsible for driving a school bus on assigned route, while assuring students' safety in the school bus. Employees in this classification receive general supervision within a framework of standard policies and procedures. Ensure adherence to safety rules.

MINIMUM REQUIREMENTS

- High School Diploma or General Equivalency Diploma (GED)
- Minimum of 1 year experience preferred driving a commercial or large vehicle
- Valid Texas Commercial Drivers License Class B with "P" and "S" Passenger endorsement (No record of DWI or convictions for the past 10 years and acceptable driving records according to Texas Department of Public Safety standards)
- Must be 21 years of age
- Must pass pre-employment annual State required physical examination
- No record of DWI or convictions for tie past 7 years and acceptable driving records according to Texas Department of Public Safety standards
- Must pass pre-employment drug/alcohol test.
- Must read, write, speak, and follow written and verbal instructions in English.
- Must be able to evacuate a school bus.
- Must be able to operate any size automatic transmission bus

ESSENTIAL FUNCTIONS

Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

- Drives a school bus safely in accordance with time schedules; transporting students to and from a variety of school sites, and on field trips as assigned
- Report delays, accidents, or other traffic and transportation situations, using telephones or mobile two-way radios.
- Read maps, and follow written and verbal geographic directions
- Inform children about safety regulations and practices and maintain order and proper discipline of passengers; resolving disputes, documents and reports severe disciplinary cases
- Monitor students with special health problems while in bus; receiving written or oral instructions, being aware and alert to any signs of difficulty following prescribed instructions and procedures, administering first aid, and calling for emergency assistance
- Clean buses exterior and interior as per the following checklist:
 - Remove gum
 - Wash down seats
 - Clean inside windows
 - Clean dash
 - Mop and clean floor
 - Remove all sticky substances from walls or floor
 - Remove graffiti
 - The outside would entail
 - Wash down the exterior of bus
 - Wash tires
 - Wash rims
 - Wash windows
 - Remove graffiti
- Fuel the buses
- Does related paper work as required (completing and filing), such as time sheets, mileage records, defect sheets, accident forms, etc
- Operate communication equipment to communicate with transportation office.
- Follow established procedures and techniques to meet high standards of cleanliness, health and safety and reports any conditions that are not correctable to supervisor immediately.
- Report to work in a timely manner as per assigned work schedule

- Communicates effectively with diverse groups of individuals in a professional manner
- Attend meetings, programs, and in service training as assigned
- Maintain current required licenses and certificates
- Perform other related duties as assigned by the school management

POSITION QUALIFICATIONS

Competency Statement(s)

- Friendly - Ability to exhibit a cheerful demeanor toward others.
- Honesty / Integrity - Ability to be truthful and be seen as credible in the workplace.
- Judgment - The ability to formulate a sound decision using the available information.
- Patience - Ability to act calmly under stress and strain, and of not being hasty or impetuous.
- Reliability - The trait of being dependable and trustworthy.
- Responsible - Ability to be held accountable or answerable for one's conduct.
- Safety Awareness - Ability to identify and correct conditions that affect employee safety.
- Tactful - Ability to show consideration for and maintain good relations with others.
- Working Under Pressure - Ability to complete assigned tasks under stressful situations.

Education: High school education or equivalent/ Must **have valid CDL license**

PHYSICAL DEMANDS Ability to lift and/or carry moderate weight (15-44 pounds), sit, stand, walk, climb stairs or ladder, reach, repetitive hand motions, hear, speak, travel infrequently within the District and occasionally outside the district/county, may experience prolonged and irregular work hours, and work with frequent interruptions

Other Physical Requirements

Vision (Near, Distance, Color, Peripheral, Depth Perception)

Sense of Sound (Ability to hear)

Ability to wear Personal Protective Equipment (PPE) (Protective eyewear, gloves)

Work Environment

Indoor and outdoor. Work outside and inside; work around vehicles and machinery with moving parts; exposure to extreme temperatures and vehicle fumes. May be exposed to body fluids and other contagions.

Equipment Used

Fire extinguisher

First Aid Kit/ Body Fluids Management Kit

Belt cutter

Communications equipment

Supervisor Signature: _____ Date: _____

Employee Signature _____ Date: _____

The School of Excellence in Education has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the District reserves the right to change this job description and/or assign tasks for the employee to perform, as the District may deem appropriate.