Job Title: Bus Driver

Wage/Hour Status: Non-Exempt

Reports to: Director of Transportation

Length of Assignment: 178 days

Date Revised: June 2023

Primary Purpose:

Responsible for the safe and orderly transportation of students on assigned route. Operate a school bus that transports students and other authorized personnel to and from schools or designated locations.

Qualifications:

Education/Certification:

Valid Texas commercial driver's license (Class B)

Special Knowledge/Skills:

Must be 18 years of age
Ability to follow verbal instructions
Acceptable driving record according to Texas Education Agency standards

Experience:

None required

Major Responsibilities and Duties:

Vehicle Operation

1. Drive bus daily following assigned route and adhering to established schedules.
2. Drive bus to and from extracurricular activities.
3. Anticipate problems such as traffic, weather, road conditions, and schedule changes and make necessary adjustments to ensure student safety and reduce delays.
4. Perform pre- and post-trip inspections according to specifications to ensure bus can be operated safely and notify supervisor of needed repairs. Keep assigned bus clean and maintain appropriate level of fuel.
5. Report all accidents, vehicle damage, student injuries, and mechanical problems and complete required corresponding reports.
6. Observe all traffic laws and safety regulations for school buses.

7. Maintain safety precautions when students are boarding and departing bus.
8. Maintain discipline and report student discipline problems to appropriate administrator.
9. Follow assigned route and adhere to established schedules.
10. Check bus for mechanical defects before and after each operation and prepare work orders for needed repairs.
11. Communicate with school personnel and parents about student behavior while on the bus.
12. Keep assigned bus clean and fueled.
13. Operate two-way radio equipment and communicate with transportation office.
14. Report all accidents, vehicle damage, and student injuries, and complete required reports.
15. Drive bus on extracurricular activities as needed.

Student Management

16. Instruct students on safe entering, exiting, and passenger rules and regulations. Supervise students while they board and leave the bus and cross the street.
17. Maintain discipline and use effective behavior management control over groups of students. Report student discipline problems to appropriate administrator and communicate with teachers and parents regarding student's behavior when warranted.
18. Perform emergency evacuation of students on bus when the situations warrants.

Safety

19. Observe all traffic laws and safety regulations for school buses.
20. Ensure proper condition of emergency equipment, such as first aid kit, fire extinguisher, flags, fuses, crow bar, and reflector.
21. Correct unsafe conditions in work area and promptly report conditions that are not immediately correctable to supervisor. Report any hazardous conditions along scheduled route.
22. Install snow chains during inclement weather.
23. Maintain safety certification.

Other

24. Operate and monitor two-way radio equipment to communicate with transportation office and other drivers.

25. Complete and maintain accurate, up-to-date, and timely records and reports including but not limited to those related to bus mileage, gas and oil consumption, and number of passengers transported.

Supervisory Responsibilities:

None

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Operate school bus; two-way radio; global positioning system (GPS); safety equipment including but not limited to flares, reflective signs, and fire extinguisher

Posture: Prolonged sitting; frequent standing and twisting; occasional kneeling/squatting, bending, stooping, and pushing/pulling

Motion: Prolonged driving; moderate walking; frequent climbing stairs, grasping/squeezing, wrist and shoulder flexion/extension, and reaching

Lifting: Limited light lifting and carrying (less than 15 pounds) on a daily basis

Environment: Frequent exposure to extreme hot and cold temperatures, noise, and vehicle fumes; work around moving vehicles; regularly work irregular hours, and occasionally work prolonged hours

Mental Demands: Maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by _____ Date _____

Received by _____ Date _____