This model job description is intended for resource purposes only and should be edited and revised to accurately reflect local job assignments, qualifications, and working conditions.

Job Title: Bus Driver
Exemption Status/Test: Nonexempt
Reports to: Director of Transportation
Date Revised:
Dept./School: Transportation

Primary Purpose:

Operate school bus and related equipment to provide safe and orderly transportation of students and other authorized persons on assigned route and to and from other designated locations.

Qualifications:

Education/Certification:
Clear and valid Texas commercial driver's license with Passenger (P) and School Bus (S) endorsements

Special Knowledge/Skills:
Must be 18 years of age
Ability to pass U.S. Department of Transportation alcohol and drug tests and annual physical exam
Ability to complete required bus driver safety training
Ability to follow written and verbal instructions
Ability to use maps and Global Positioning Systems (GPS) to follow routes and locate addresses
Ability to manage student behavior
Ability to communicate effectively with others
Ability to operate bus

Experience:
None

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.

Student Management

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6. Instruct students on safe entering, exiting, and passenger rules and regulations. Supervise students while they board and leave the bus and cross the street.

7. Perform emergency evacuation of students on bus when the situations warrants.

8. 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.

Safety

9. Observe all traffic laws and safety regulations for school buses.

10. Ensure proper condition of emergency equipment, such as first aid kit, fire extinguisher, flags, fuses, crowbar, and reflector.

11. Correct unsafe conditions in work area and promptly report conditions that are not immediately correctable to supervisor. Report any hazardous conditions along scheduled route.

12. Install snow chains during inclement weather.

13. Maintain safety certification.

14. Follow district safety protocols and emergency procedures.

Other

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

16. 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

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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 _____

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