Bus Driver
Job Description

Job Title: **Bus Driver - Regular** **Wage/Hourly Status:** Non-Exempt

Reports to: Operations Specialist/ Director of Transportation **Revised:** 10/2017

Dept./School: Transportation

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:

Minimum Education/Certification:

High school diploma or equivalent
Valid Texas CDL with passenger and student endorsements
Valid Texas School Bus Driver Certification
Must pass school bus driver physical examination for physical and emotional stability
Must possess and maintain an acceptable motor vehicle record

Special Knowledge/Skills:

Ability to successfully complete required bus driver safety training
Ability to manage student behavior in a positive manner
Ability to verbally communicate with the use of two-way radio
Ability to effectively communicate in English (read, write and speak)
Demonstrate problem solving abilities
Knowledge of the area roads, subdivisions, and campuses traffic patterns
Knowledge of student discipline procedures
Must have and maintain a satisfactory criminal background that meets district, state and federal requirements
Must possess the ability to read and interpret schedules, forms and maps
Ability to make critical decisions during stressful situations
Must be physically able to enter and exit the school bus through the rear emergency door, to evacuate the bus in an emergency

Experience:

None

Major Responsibilities and Duties:

Vehicle Operation

1. Follow assigned route and adhere to established schedules.
2. Conduct thorough pre and post trip inspection of district vehicle.
3. Report all accidents, vehicle damage, student injuries and mechanical failures. Complete required reports.
4. Keep assigned bus clean and fueled.
5. Assist in the preventive maintenance of the bus.

Student Management

6. Supervise students while they board and leave the bus and cross the street.
7. Communicate with teachers and parents on a daily basis regarding student behavior while on the bus.

8. Maintain discipline; document and report student discipline problems to supervisor.
9. Instruct students on safe riding rules, regulations and proper evacuation techniques.

Safety

10. Observe all traffic laws, safety regulations and best practices for school buses and constantly demonstrating effective defensive driving techniques.
11. Observe all emergency and accident scene procedures.
12. Perform appropriate first aid to the victim of an accident or sudden illness until the service of a health professional can be obtained.
13. Inspect bus and document the Pre-Trip/Post-Trip checklist to ensure bus can be operated safely.
14. Ensure proper condition of emergency equipment, such as first aid kit, fire extinguisher, and emergency triangle assemblies.
15. Correct unsafe conditions in work area that could cause an accident and inform supervisor of any conditions that are not corrected immediately.

Other

16. Operate two-way radio equipment to communicate with transportation office and other campuses.
17. Work irregular hours as needed.
18. Attend all in-service training classes and professional development as required by the district and/or the Director of Transportation.
19. Keep records on bus mileage, seat assignment and number of passengers transported.
20. Submit to Drug and Alcohol Testing as required by Board Policy and Federal Law.
21. Practices safe work habits and uses personal protective equipment when required.
22. Other duties as assigned.

Supervisory Responsibilities:

None

Equipment Used:

School bus and all related safety equipment, telephone and two-way radio

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control. Continual sitting, bending, stooping, stretching, twisting, turning, reaching, lifting (approximately 50 lbs. for 5 feet), carrying, pulling (approximately 20 lbs.), climbing and repetitive hand/arm motions. Work outside and inside. Possibility of extended hours. Moderate exposure to extreme temperatures, intermittent noise, exhaust fumes and walking.

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.

My signature signifies I have reviewed my Job Description, and a signed copy has been provided to me.

EMPLOYEES SIGNATURE **DATE**