

Micro Driver Job Description



Job Title: Micro Driver

Reports to: Executive Director of Transportation

Dept./School: Transportation

Exemption Status/Test: Nonexempt

Pay Grade: 3403A

Calendar Days: 177

Date Revised: 8.16.22

Primary Purpose:

Transport a small number of students from designated stops in a safe and timely manner.

Qualifications:

Education/Certification:

Possess a clear and valid Texas Class C driver's license

Possess a clear to drive from Aldine ISD's Training Academy within 30 days of hire

Possess a valid Medical Examiner's Certificate

Special Knowledge/Skills:

Ability to understand and follow written and verbal instructions

Ability to read, interpret, and follow route sheets as well as read and use a map

Ability to manage student behavior

Ability to effectively use a 2-way radio

Ability to operate safety equipment

Ability to operate adaptive equipment (special needs drivers)

Ability to work well with children with disabilities (special needs drivers)

Ability to communicate effectively with others

Maintain CPR and First Aid training

Maintain CPR and First Aid certification (special needs drivers)

Experience:

None

Major Responsibilities and Duties:

Vehicle Operation

1. Drive a small bus or white fleet to transport a small number of students to designated stop locations in the Aldine surrounding areas.
2. Adhere to procedural expectations and directives.
3. 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.
4. Report all accidents, vehicle damage, student injuries, and mechanical problems and complete required corresponding reports.

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5. Assist with driving additional routes and assignments as directed.
6. Occasionally work a flexible schedule as needed.
7. Work cooperatively with the bus attendant and other individuals who ride the bus to provide support to the students. (special needs drivers)

Student Management

8. Instruct students on safe entering, exiting, and passenger rules and regulations. Supervise students while they board and leave the bus and cross the street.
9. 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.
10. Maintain a seating chart for all students, and update as needed.
11. Ensure that students arrive safely and on time.

Safety

12. Follow established safety procedures including emergency evacuation of students when the situation warrants and administering first aid and/or CPR if necessary.
13. Observe all traffic laws and safety regulations for school buses.
14. Check the bus after each trip/stop for sleeping students.
15. Meet the needs of students to ensure their well-being.
16. Operate equipment according to established safety procedures to include seat belts, harnesses, car seats, wheel chair tie downs and shoulder-lap belts, and any other safety devices.
17. Ensure proper condition of safety and emergency equipment.
18. Correct unsafe conditions in work area and promptly report conditions that are not immediately correctable to supervisor. Report any hazardous conditions along scheduled route.
19. Maintain an acceptable criminal history record, secured from any law enforcement agency or criminal justice agency, and reviewed in accordance with the provisions of Education Code Chapter 22.

Other

20. Operate and monitor two-way radio equipment to communicate with routers and dispatchers to ensure effective and efficient operations.
21. Complete and maintain accurate, up-to-date, and timely federal, state, local and district records and reports as required.
22. Adhere to district and transportation department rules, regulations and policies

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23. Demonstrate professional behavior and work harmoniously with fellow employees and stakeholders.

Supervisory Responsibilities:

None

Evaluation:

The Micro Driver's evaluation is a responsibility resting with the Executive Director of Transportation. An evaluation shall be completed in writing at least once during the course of the school year.

Salary:

As approved by the Board of Trustees

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Operate school bus and white fleet vehicles; two-way radio; training tools; computer and office equipment; traffic cones; emergency and safety equipment including but not limited to safety vests, wheelchairs, car seats, special needs equipment, and fire extinguishers

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: Occasional light lifting and carrying of fire extinguisher, first aid kit, special needs equipment, and any other safety equipment associated with the bus; heavy lifting, carrying, pulling, and/or pushing in the event of an emergency warranting the evacuation of students

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.