

Bus Driver Job Description



Job Title:	Bus Driver	FLSA:	Non-exempt
Reports to:	Executive Director of Transportation	Pay Grade:	3412B
Dept./School:	Transportation Department	Calendar Days:	177
		Revised:	11.14.2023

Primary Purpose

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

Qualifications

Education/Certification:

- Possess a clear and valid Texas commercial driver's license with Passenger (P) and School Bus (S) endorsements
- Possess a valid School Bus Driver Training Certification
- Possess a clear to drive from Aldine ISD's Training Academy
- 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 bus following assigned route and adhering to established schedules
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
4. 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. Assist with driving additional routes and assignments as directed
7. Work cooperatively with the bus attendant and other individuals who ride the bus to provide support to the students (special needs drivers)

Bus Driver

Job Description



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 to positively affect student achievement

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

Evaluation

The Bus 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.

Work Environment

Mental Demands: Work with frequent interruptions, maintain emotional control under stress

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

Bus Driver Job Description



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

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.