

JOB TITLE BUS DRIVER**EXEMPTION STATUS/TEST:** NON-EXEMPT**REPORTS TO** DIRECTOR OF TRANSPORTATION**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 routes and to and from other designated locations.

QUALIFICATIONS**EDUCATION/CERTIFICATION**

A clear and valid Texas commercial driver's license with Passenger (P) and School Bus (S) endorsements is required.

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**

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

STUDENT MANAGEMENT

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

SAFETY

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

OTHER

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

Limited light lifting and carrying (less than 15 pounds) daily

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.
IT 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