

**Job Title:** Bus Driver**Exemption Status/Test:** Nonexempt**Reports to:** Director of Transportation**Date Revised:** 01-23-24**Dept./School:** Transportation

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This job description reflects management's assignment of essential functions, it does not prescribe or restrict the tasks that may be assigned.

**Primary Purpose:**

Ensure safe and orderly transportation of students on assigned route. Operate a school bus that transports students and other authorized personnel to and from schools or other designated locations.

**Qualifications:****Education/Certification:**

Valid Texas commercial driver's license (Class B) with Passenger, Air Brake, and S endorsements

**Special Knowledge/Skills:**

Must be 21 years of age or older.  
Ability to pass alcohol and drug tests.  
Must be able to pass a criminal history check and DPS physical.  
Must have an acceptable driving record.  
Ability to complete required bus driver safety training.  
Ability to follow written and verbal instructions.  
Ability to communicate effectively.  
Knowledge of student discipline procedure.  
Ability to manage student behavior.  
Ability to operate bus.

**Experience:**

None

**Major Responsibilities and Duties:**

1. Follow assigned routes and adhere to established schedules.
2. Drive bus to and from extracurricular activities.
3. Check bus for mechanical defects before and after each operation and notify supervisor of needed repairs.
4. Report all accidents, vehicle damage, student injuries, and mechanical failures. Complete required reports.
5. Keep records of bus mileage, gas and oil consumption, and number of passengers transported.
6. Keep assigned bus clean and fueled.
7. Supervise students while they board and leave the bus and cross the street.
8. Communicate with transportation office on a daily basis regarding student behavior while on bus.

9. Maintain discipline, report student discipline problems to appropriate administrator.
10. Instruct students on safe riding rules and regulations.
11. Observe all traffic laws and safety regulations for school buses.
12. Inspect the bus by checking fuel, oil, water, tires, lights, brakes, and steering to ensure bus can be operated safely before driving.
13. Ensure proper condition of emergency equipment, such as first aid kit, fire extinguisher, flags, fuses, and reflector.
14. Correct unsafe conditions in work area that could cause an accident and inform supervisory of any conditions that are not correctable immediately.
15. Report any hazardous conditions along the route.
16. Operate two-way radio equipment and cell phone to communicate with transportation office.
17. Work irregular hours as needed.
18. Attend and complete required training programs (on all inservice days) to maintain safety certification including first aid/CPR training.

**Equipment Used:**

School bus, safety equipment (flares, reflective signs), fire extinguisher, seatbelts, wheelchair lift.

**Working Conditions:****Mental Demands:**

Maintain emotional control under stress.

**Physical Demands:**

Continual sitting, typically frequent reaching, and repetitive hand/arm motions are necessary; work outside and inside; moderate exposure to extreme temperature and vehicle fumes.

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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.

Reviewed by Mike Abbott

Date 1-23-24

Received by \_\_\_\_\_

Date \_\_\_\_\_