



SEGUIN INDEPENDENT SCHOOL DISTRICT

Job Description

JOB TITLE: School Bus Sub Driver
REPORTS TO: Transportation Coordinator
DEPT/SCHOOL: Student Transportation

WAGE/HOUR STATUS: Non Exempt
PAY GRADE: Hourly
DAYS EMPLOYED: Student School Days
DATE REVISED: November 2024

PRIMARY PURPOSE: Operate a school bus safely and efficiently, abiding by applicable Federal, State and Texas Education Agency (TEA) laws and policies. Safely transport students and staff to and from school on a designated assigned route and district activities.

QUALIFICATIONS:

Clear and valid Texas commercial driver's license with "P" and "S" endorsements
High school diploma or GED preferred
Acceptable driving record
Texas Education Agency (TEA) Certification for school bus drivers.
Ability to pass a yearly DOT physical
Ability to pass a drug and alcohol screening
Ability to read and write
Ability to read and follow maps and designated route descriptions
Ability to communicate appropriately with parents students and staff
Ability to complete required bus driver safety training
Acceptable Criminal History Record

MAJOR RESPONSIBILITIES AND DUTIES

- Knowledge of the area and the ability to cover any assigned route.
- Exercise the effective defensive driving skills of self-control, alertness, foresight, and good judgment at all times while operating the school bus.
- Follow assigned routes and adhere to schedules.
- Follow the guidance of dispatch and request help when necessary.
- Load and unload students from the bus following appropriate guidelines.
- Report involvement in any accidents immediately and wait for further instructions.
- Report work-related injuries and student injuries immediately.
- Perform and properly complete daily pre-trip and post-trip inspections.
- Conduct a passenger check after the completion of each route.
- Know, recognize, and obey road signs and signals by meaning, shapes, sounds, and colors. Observe all traffic laws and safety regulations for school buses.
- Communicate school bus rules effectively to students.
- Support and enforce discipline policies outlined in the district's student code of conduct.
- Supervise students at all times while in your care. Maintain effective student management and use effective behavior management control over groups of students. Report student discipline

problems and follow up with appropriate documentation. Provide written reports for discipline infractions.

- Maintain and enforce a seating chart for all students assigned to the school bus.
- Know and perform emergency evacuation of students, if needed, including the need to walk to the rear of the bus, exit through the rear door, and assist and/or lift students.
- Ensure proper condition of emergency equipment, such as first aid kit, body fluid kit, fire extinguisher, and reflectors.
- Correct unsafe conditions in the work area and promptly report conditions that are not immediately correctable to the supervisor. Report all safety concerns and any hazardous conditions along the scheduled route to the Safety office.
- Keep the interior of the assigned bus clean after each route/trip.
- Immediately report all mechanical issues or problems in written form and turn them in until resolved.
- Keep assigned bus properly fueled.
- Provide written/oral reports for route corrections.
- Complete and maintain accurate, up-to-date, and time records including but not limited to those related to bus mileage and number of passengers transported.
- Respond to after-hour emergency calls, if necessary.
- Attend all in-service trainings when available.
- Maintain consistent punctuality when assigned a route.
- Other duties and responsibilities assigned.

EQUIPMENT USED:

Operate a school bus. Handheld two-way radios, fire extinguisher, installed two-way radio, wheelchair lifts, tie-downs and straps, First-Aid kit, Body Fluid clean-up kits, reflective signs.

WORKING CONDITIONS:

Physical Demands/Environmental Factors

Extensive sitting, moderate walking, standing, exposure to exhaust fumes, and fuel. Moderate squatting and bending. Climbing bus steps. Lifting 15-50 pounds. Exposure to seasonal temperatures.

EVALUATION:

The performance of this job will be evaluated following provisions of the Board Policy on Evaluation of Auxiliary personnel.

I understand that a portion or all of my position could be funded using a Federal funding source (including extra duty pay, stipends, or compensation).

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.

Reviewed by _____ Date _____

Employee Signature _____ Date _____