

South San Antonio

BUS DRIVER - NON CDL (2017-2018 SCHOOL YEAR) (1550)

JOB POSTING

Job Details

Title BUS DRIVER - NON CDL (2017-2018 SCHOOL YEAR)

Posting ID 1550

Description

JOB ANNOUNCEMENT 2017-2018 SCHOOL YEAR BUS DRIVER - NON CDL

Opening: October 19, 2017

Closing: May 31, 2018

Employment Days: 191 Days

Pay Grade: MT-3 (5 hours daily)

Primary Purpose:

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

Qualifications:

Education/Certification:

- Valid Texas Class "C" Driver's License, Safe driving record as verified by Texas Department of Public Safety (meet and maintain liability coverage eligibility)
- Certification as Texas Bus Driver by the Texas Education Agency (requirement satisfied by successful completion of 20 hours Texas Department of Public Safety course)
- Must pass medical examination per Department of Transportation (DOT) regulations within 60 days of employment
- Candidate must have satisfactory outcome of fingerprinting background check. Non-refundable fee (approximately \$50.00) paid by the employee

Special Knowledge/Skills:

- Must be 18 years of age
- Ability to pass alcohol and drug test
- 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:

Vehicle Operation

1. Follow assigned route 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 assigned bus clean and fueled.

Student Management

1. Supervise students while they board and leave the bus and cross the street.

2. Communicate with teachers and parents on a daily basis regarding student behavior while on bus.
3. Maintain discipline; report student discipline problems to appropriate administrator.
4. Instruct students on safe riding rules and regulations.

Safety

1. Observe all traffic laws and safety regulations for school buses.
2. Inspect bus by checking fuel, oil, water, tires, lights, brakes, and steering to ensure bus can be operated safely before driving.
3. Ensure proper condition of emergency equipment, such as first aid kit, fire extinguisher, flags, fuses, crow bar, and reflector.
4. Correct unsafe conditions in work area that could cause an accident and inform supervisory of any conditions that are not correctable immediately.
5. Install snow chains during inclement weather.
6. Report any hazardous conditions along the route.

Other

1. Operate two-way radio equipment to communicate with transportation office.
2. Work irregular hours as needed.
3. Attend and complete required training program to maintain safety certification.
4. Keeps records on bus mileage, gas and oil consumption, and number of passengers transported.

Supervisory Responsibilities:

- None.

Working Conditions: Mental Demands/Physical Demands/Environmental Factors:

- **Tools/Equipment Used:** Operate school bus; two-way radio; safety equipment including but not limited to flares, reflective signs, and fire extinguisher
- **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 (under 15 pounds) on a daily basis
- **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

Application Procedures: District Employees and Outside Applicants:

- Letter of interest with online application.
- A current resume stating applicant's education and experience.
- A complete online Support Application must be on file in the Human Resources.

The Superintendent reserves the right to waive any requirements for any qualified applicants. Not all applicants will be interviewed. Your resume, letter of interest, and other available information will be considered in the screening process. On site interviews only.

"AN EQUAL OPPORTUNITY EMPLOYER"

<i>Shift Type</i>	Full-Time
<i>Salary Range</i>	\$13.00 / Per Hour
<i>Location</i>	District Wide

Applications Accepted

<i>Start Date</i>	10/19/2017
<i>End Date</i>	05/31/2018