

CARROLLTON-FARMERS BRANCH INDEPENDENT SCHOOL DISTRICT

POSITION TO FILL

January 22, 2018

School Bus Driver

JOB GOAL: To operate district multi-function activity busses in a safe, reliable and efficient manner to meet the needs of the district, the public and the customers served by the district.

QUALIFICATIONS:

Education/Certification:

- High School Diploma or GED
- Must be 18 years or older

Special Knowledge/Skills:

- Meet all state (TEA) qualifications for school bus drivers
- Maintain a Commercial Driver License- Class A or B with P & S endorsement preferred
- Maintain a School Bus Driver Certification
- Ability to pass a Texas DOT Medical Examination preferred
- Must have acceptable criminal record and driving record
- Thorough knowledge of the Texas Pupil transportation laws, rules and regulations
- Ability to communicate effectively in speaking, reading, and writing in English Bilingual English/Spanish a plus

Preferred Experience:

- None

APPLICATION PROCEDURES:

Personnel interested in applying for this position should complete/update an on-line application at www.cfbisd.edu

In-district personnel interested in applying for this position should apply using the internal application through TEAMS. Also, please attach a letter of interest and an updated resume to the online application. Any questions should be directed to cfbprs@cfbisd.edu.

Applicants selected for interviews will be contacted.

APPLICATION DEADLINE: February 5th or until filled

Carrollton-Farmers Branch Independent School District is an equal opportunity employer and does not discriminate on the basis of age, national origin, race, color, sex, religion, disability, or against any other legally protected group.

Carrollton-Farmers Branch ISD

Job Description – Auxiliary Position

Job Title: School Bus Driver

Wage/Hour Status: Non-Exempt

Reports to: Director of Transportation

Pay Grade: MT 4 – 179 days

Dept./School: Transportation

Date Revised: January 22, 2018

PRIMARY PURPOSE:

To operate district multi-function activity busses in a safe, reliable and efficient manner to meet the needs of the district, the public and the customers served by the district.

QUALIFICATIONS:

Education/Certification

- High School Diploma or GED
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Special Knowledge/Skills:

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Preferred Experience:

- None

Vehicle Operation

1. Drive bus daily following assigned route and adhering to established schedules.
2. Drive bus to and from extracurricular activities.
3. Anticipate problems such as traffic, weather, road conditions, and schedule changes and make necessary adjustments to ensure student safety and reduce delays.
4. Perform pre- and post-trip inspections according to specifications to ensure bus can be operated safely and notify supervisor of needed repairs. 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.

Student Management

1. Instruct students on safe entering, exiting, and passenger rules and regulations. Supervise students while they board and leave the bus and cross the street.
2. 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.

3. Perform emergency evacuation of students on bus when the situations warrants.

Safety

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

Other

1. Operate and monitor two-way radio equipment to communicate with transportation office and other drivers.
2. 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 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 (less than 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

Supervisory Responsibilities:

None.

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.

Approved by: Jason Liewehr

Date: 1/22/18

Reviewed by: Tonya Tillman

Date: 1/22/18
