

Division: Transportation

Wage/Hour Status: Non-Exempt

Reports to: Director of Transportation

Pay Grade: Aux 4

Terms: 183 days

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 locations.

Responsibilities

Education/Certification

Valid Texas Commercial driver's license with passenger and school bus endorsement
TEA school bus driver certification.

Special Knowledge/Skills

Effective communication and interpersonal skills
Must be 18 years of age
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
Possess a good driving record
Ability to evacuate students in the event of an accident / emergency

Experience

None specified

Major Responsibilities and Duties

1. Operate the vehicle in a safe and efficient manner.
2. Follow assigned route and adhere to established schedules.
3. Identify by name the majority of students who ride the bus.
4. When advised, must adhere to student IEP requirements.
5. Ensure all paperwork including route folders are correct and up to date.
6. Supervise student behavior.
7. Report student discipline problems to lead driver.
8. Provide student counts / run registers as required by TEA.
9. Cooperate with supervisory staff in basic checkouts and emergency procedures.
10. Report verbally and in required reports all accidents, vehicle damage, student injuries, and mechanical failures.
11. Check vehicle for mechanical defects and notify supervisor of needed repairs.

12. Participate as an effective team member who contributes to district, department, and content goals.
13. Demonstrate integrity and ethics.
14. Utilize time wisely for effective management of job responsibilities.
15. Maintain punctuality in daily work times, appointments, and meetings.
16. Meet task completion deadlines established by supervisor.
17. Maintain friendly customer-service-driven interactions with all stakeholders, students, teachers, administrators, and co-workers.
18. Work cooperatively with co-workers and supervisors to ensure that the goals of the school / department are met.
19. Maintain a positive and professional tone in all communication (i.e. email, written, and verbal).
20. Perform other duties and accept other responsibilities as assigned.

Working Conditions

Mental Demands

Ability to maintaining emotional control under stress; ability to working around high noise levels and with frequent interruptions

Physical Demands/Environmental Factors

Moderate walking, standing, climbing, stooping, bending, reaching; heavy lifting and carrying up to 50 lbs. Continual sitting, reaching, and repetitive hand and arm motions; work outside and inside; moderate exposure to extreme temperatures and vehicle fumes; flexible hours. Evacuate students in the event of an accident/emergency.

I have read and understand the responsibilities and duties as described in this job description.

Signature

Printed Name

District Location

Date