

SCHOOL BUS DRIVER

QUALIFICATIONS:

High school diploma or GED

1. Ability to read, write, and understand the English language.
2. Demonstrates interest in and aptitude for work to be performed.
3. Ability to grow professionally
4. Desire and ability to work with students, staff and other bus drivers.
5. Current Commercial Driver's License and bus driver certification.
6. Negative mandatory OTETA test.
7. Pass mandatory TEA/DOT physical.
8. Acceptable driving/criminal history.

REPORTS TO: Director of Transportation and Transportation Coordinator

JOB GOALS:

1. Provide safe, efficient transportation for assigned riders.
2. Complete and submit all reports necessary for department records.
3. Assist in accomplishing department goals.

TERMS OF EMPLOYMENT: Noncontractual (At-will); Manual/Trades; Daily hrs depend on assigned route; Wage/Hour Status: Nonexempt

MAJOR RESPONSIBILITIES AND DUTIES:

- Obeys all traffic laws, driving and safety regulations.
- Keeps assigned school bus clean and free of graffiti, by sweeping daily and washing the bus at least once per month.
- Drives in a friendly manner toward other vehicles and pedestrian traffic.
- Uses load lights and stop arm for loading and unloading purposes only; does not cause traffic to stack up behind the bus during stops.
- Takes a personal interest in each student.
- Abides by department policy on student management procedures.
- Establishes bus stops with regard to student safety and convenience.
- Follows proper loading and unloading procedures.
- Treats all students fairly and without regard to race, creed, or status.
- Makes judicious seating assignments and enforces them through proper reporting procedures.
- Reports rider infractions promptly and accurately to Transportation Coordinator.
- Courteous and projects positive image to parents/guardian.
- Respects other school personnel's duties and responsibilities.
- Projects a positive image at all times when communicating with students, other drivers, and school personnel.
- Is courteous and responsive on the radio.
- Conducts pre-trip inspections daily; reports mechanical defects and keeps fuel, oil, coolant, and tire pressure at the proper levels.
- Follows the authorized route description and time schedule.
- Notifies the garage of mechanical breakdowns and remains with the bus until relief arrives.
- Transports only authorized students and observes the mile limits.
- Is friendly and helpful toward trip sponsor and riders.
- Complies with directions and instructions from supervisor and performs other tasks and assumes such responsibilities as related to the position and assigned.
- Maintains positive and cooperative working relationships with colleagues and others in the conduct of district business and demonstrates team work in daily activities.
- Is prompt, timely, and thorough in completing assignments and attending to details accurately and efficiently.
- Meets attendance standards and complies with notification procedures for absences.
- Provides complete and accurate information in the conduct of district business.
- Maintains confidentiality in the conduct of district business.
- Complies with district policies, as well as state and federal laws and regulations.

EQUIPMENT USED: Uses radio communication equipment. Operates school bus.

WORKING CONDITIONS:

Mental Demands: Reading; ability to communicate effectively (verbal and written); maintain emotional control under stress; ability to maintain effective control over groups of students.

Physical Demands/Environmental Factors: Clear speech; ability to drive school bus; repetitive hand motions; early shift work. Continual sitting and reaching. Ability to operate motor vehicle. Work outside and inside; moderate exposure to extreme temperatures (hot) and (cold); vehicle fumes. Ability to operate special needs equipment.

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

Employee Signature

Date