



## Red Oak Independent School District

### Bus Driver

---

**Job Title:** Bus Driver

**Wage/Hour Status:** Nonexempt

**Reports to:** Director of Transportation

**Pay Grade:** MT - 3

**Dept:** Transportation

**Date Revised:** 11/2011

#### 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 commercial driver's license (Class B)

##### 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. Keep route description updated as needed.
2. Drive bus to and from extracurricular activities, when asked.
3. Check bus for mechanical defects before and after each operation and notify mechanic of needed repairs.
4. Report all accidents, vehicle seat damage, student injuries, and mechanical failures. Complete required reports.
5. Keep assigned bus clean, trash can emptied and fueled.



## Red Oak Independent School District

### Bus Driver

---

#### Student Management

6. Supervise students while loading and unloading.
7. Maintain discipline; report student discipline problems to appropriate administrator.
8. Instruct students on safe riding rules and regulations.

#### Safety

9. Observe all traffic laws and safety regulations for school buses; speeding, not passing other buses and patience.
10. Inspect bus by checking fuel, tires, lights, brakes, and steering to ensure bus can be operated safely before driving.
11. Ensure proper condition of emergency equipment, such as first aid kit, fire extinguisher triangle reflectors and a thorough pre/post trip.
12. Correct unsafe conditions in work area that could cause an accident and inform supervisory of any conditions that are not correctable immediately – make sure all seats are securely locked down.
13. Report any hazardous conditions along the route.

#### Other

14. Operate two-way radio equipment to communicate with transportation office, leave yard and return yard time into dispatch.
15. Work irregular hours as needed.
16. Attend and complete required training program to maintain safety certification.
17. Keeps records on bus mileage and number of passengers transported pre and post trip.

#### Customer Care Skills

18. Provide professional communication with students, parents, community members, staff, and other professionals at all times.
19. Ensure superior customer care skills are used via eye contact, facial expressions, voice inflections, body language, and an attitude of “going the extra mile” for others.
20. Ensure all requests for information are dealt with in an appropriate timeframe.

Create and maintain a welcoming, service-oriented environment toward all internal and external customers.



# Red Oak Independent School District

## Bus Driver

---

### 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

---

---

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

Employee: \_\_\_\_\_ Date \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date \_\_\_\_\_