

JOB TITLE: Standby Bus Driver/Safety Trainer

PAY GRADE: Bus Driver 2

REPORTS TO: Safety Trainer Supervisor

DAYS: 182

DEPT./SCHOOL: Transportation

STATUS CODE: 8451

WAGE/HOUR STATUS: Non-Exempt

DATE REVISED: 9/18/18

PRIMARY PURPOSE:

Provide training to all incoming and existing school bus drivers and bus monitors. Assist with accidents as needed. Assist the Safety Training Supervisor in the review of records for accidents, pre-trips, referral forms, training, video recordings, certifications, C.P.R./First Aide, physicals and driving records. Assist with the retraining of district personnel (drivers, monitors, coaches, and staff) and the Safe Bus Rider Program District wide. As needed, perform the duties and responsibilities of Standby Bus Drivers, Monitors, and office staff this includes covering bus routes, dispatching, and responding to telephone calls.

QUALIFICATIONS:

Education/Certification:

- Commercial driver's license – Class A or B with P&S Endorsements
- Successful completion of 20-hour Texas Dept. of Public Safety Certification Course
- Successful completion of Certified CPR/First Aid Training after hire
- Successful completion of behind-the-wheel training
- Successful completion of the TEEEX Train-The-Trainer or approved equivalent Course after hire
- Clear Criminal History check
- Must pass randomly administered drug and alcohol test
- Must pass an annual DOT physical examination by an appropriate health professional

Special Knowledge/Skills:

- Ability to operate all types of buses in the CISD Fleet in a safe and effective manner
- Willing to work flexible hours
- Ability to work as part of a team
- Open to new training concepts
- Successfully complete all required training classes to be completed per course availability
- Proficient computer skills
- Ability to follow written and verbal instructions in English
- Ability to manage students in a safe and appropriate transportation environment
- Ability to effectively communicate with coworkers, parents, students
- Maintain confidentiality of all records
- Ability to communicate effectively orally and in written form with all levels of management both internal and external

Experience:

- Must be at least 21 years of age
- Acceptable motor vehicle record
- No preventable accidents in the past three years
- Clean driving record for the past three years
- Proven record as a CISD driver for a minimum of one year

PERFORMANCE RESPONSIBILITIES:

1. Drive a school bus route as needed (meeting the same criteria required for a school bus driver).
 2. Responsible for the safe transportation of students to and from school.
 3. Observe all traffic laws and safety regulations for the operation of school buses.
 4. Maintain student discipline on bus in a positive and caring manner. Work with school administrators to resolve cases of misbehavior.
 5. Keep assigned bus clean and fueled.
 6. Follow the assigned route and adhere to established schedules.
 7. Report any medical problems experienced by the students while being transported to the campus nurse; followed with a written department form.
 8. Drive extracurricular activities as needed.
 9. Serve as a "monitor" to assist other drivers with student discipline as needed.
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10. Complete pre-trip and post-trip inspections before and after each run and submit work orders for needed repairs. Properly operate communication equipment.
 11. Report all accidents, vehicle damage, and student injuries and complete required reports.
 12. Report any suspicious or irregular activity viewed on video systems.
 13. Adjust to different assignments daily.
 14. Adjust to different student population daily.
 15. Work with campuses on student training, safety issues, and discipline issues.
 16. Work with various technologies and trouble shoot basic technological issues.
 17. Must be able to travel throughout the District.
 18. Other duties as assigned.

SUPERVISORY RESPONSIBILITIES:

None

EQUIPMENT USED:

School buses of various sizes and types, safety equipment (flares, reflective signs), fire extinguisher, Zonar EVIR, computer, lap top computer, VCR, TV, and other equipment as needed

WORKING CONDITIONS:

Mental Demands/Physical Demands/Environment Factors:

- Possess mental maturity and emotional stability to operate vehicle safely with distractions from sometimes loud and boisterous students
- Maintain emotional control under stress
- Occasional district travel; occasional prolonged and irregular hours
- Walking - move about on foot
- Carrying - transporting an object by hand
- Crouching - bending the body downward and forward by bending the knees and spine
- Climbing - ascending and descending the stairs
- Lifting - able to lift 25 - 60 lbs.
- Kneeling - bending legs at the knees to come to rest on the knees
- Pulling - able to exert force upon an object so the object moves toward the force (including jerking)
- Pushing - exerting force upon an object so the object moves away from the force
- Reaching - ability to extend hands and arms in any direction
- Bending - ability to move at the waist downward and upward with reasonable mobility
- Required to use a Bio-Kit and may be exposed to bodily fluids and other contagions
- Exposure to extreme weather conditions and fluctuations in temperature

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.

Approved by _____ Date _____

Reviewed by _____ Date _____