

Job Title: Driver	Wage/Hour Status: Hourly
Reports to: Assistant Director	Pay Grade: TR2
Dept/School: Transportation	Date Revised: August 25, 2023

Primary Purpose

Ensure safe and orderly transportation of students on assigned route. Operate school vehicles to transport students and other authorized personnel to and from schools or other designated locations.

Qualifications

Education/Certification

None

Valid Texas Driver’s License

Must obtain Region 19 School Bus Driver Certificate within 90 days of hire

Must complete required driver safety training

Must pass alcohol and drug test

Must pass annual physical

Must maintain an acceptable driving record.

Special Knowledge/Skills

- Ability to follow written and verbal instructions
- Ability to communicate effectively
- Knowledge of student discipline procedure
- Ability to manage student behavior

Experience

No experience required

Major Responsibilities and Duties

Vehicle Operation

1. Transport students to and from school in a safe and efficient manner.
2. Check vehicle for mechanical defects before and after each operation and notify supervisor of needed repairs.
3. Report all accidents, vehicle damage, student injuries, and mechanical failures. Complete required reports.
4. Keep accurate records on van mileage, gas and oil consumption, and number of passengers transported.
5. Keep assigned vehicle clean and fueled.
6. Operate two-way radio equipment to communicate with transportation office.
7. Attend and complete training program to maintain safety certification.
8. Perform other duties as assigned by supervisor.

Student Management

9. Supervise students while boarding and at all drop off points.
10. Load and unload students only at authorized locations.
11. Communicate with teachers and principals on a daily basis regarding student behavior while on vehicle.
12. Maintain discipline, report student discipline problems to appropriate administrator.
13. Instruct students on safe riding rules and regulations.

Safety

14. Observe the traffic laws and safety regulations.
15. Inspect vehicle by checking fuel, oil, water, tires, lights, brakes, and steering to ensure vehicle can be operated safely before driving.
16. Ensure proper condition of emergency equipment, such as first aid kit, fire extinguisher, fuses, and reflectors.’

- 17. Report any hazardous conditions along the route.
- 18. Follow established safety procedures and techniques to perform job duties, including lifting, and climbing.
- 19. Correct unsafe conditions in the area and report any conditions that are not correctable to the supervisor immediately.
- 20. Perform other duties as assigned by supervisor.

Supervisory Responsibilities

None

Equipment Used

District vehicle, safety equipment, fire extinguisher.

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress. Continual sitting, reaching, and repetitive hand and arm motions. Work outside and inside; moderate exposure to extreme temperatures (heat) and vehicle fumes. May be required to work irregular hours.

Terms of Employment

178 days; hourly rate to be established by the Board of Trustees

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:

Job Title: _____

Date: _____

Approved: _____

Job Title: _____

Date: _____

My supervisor has reviewed this job description with me and has provided me a copy

Employee: _____

Date: _____

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El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, Rosa Ramos at 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas a Kelly Ball al 230-2856.