

Job Title: Bus Driver**Wage/Hour Status:** Hourly**Reports to:** Transportation Coordinator**Pay Grade:** BD1**Dept./School:** Transportation**Date Revised:** August 1, 2023**Primary Purpose**

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

Qualifications**Education/Certification**

Valid commercial driver's license/passenger and school bus endorsements

Must obtain School Bus Driver Certificate within 30 days of hire date

Must pass alcohol and drug test

Must pass annual physical

Must maintain acceptable driving record as required by the Texas Department of Public Safety

Special Knowledge/Skills

- Ability to read, write, speak in English.
- Ability to complete required bus driver safety training
- Ability to follow written and verbal instructions
- Ability to communicate effectively
- Knowledge of student discipline procedures
- Ability to manage student behavior
- Ability to operate school bus

Experience

One (1) year experience as commercial driver or completion of the District's Bus Driver Program

Major Responsibilities and Duties**Vehicle Operation**

1. Transport up to 77 students following assigned route and adheres to established schedules.
2. Drive bus to and from extracurricular activities.
3. Perform a thorough pre-trip and post-trip inspection of school bus.
4. Report accidents, vehicle damage, student injuries, and mechanical failures; completes required reports.
5. Keep records of bus mileage and number of passengers transported.
6. Keep assigned bus clean and fueled.
7. Operate two-way radio equipment to communicate with transportation office.
8. Attend and complete training program to maintain safety certification.
9. Maintain monthly student ridership reports.

Student Management

10. Supervise students while loading and unloading at all pick up and drop off points.
11. Load and unload students at authorized locations only.
12. Communicate with teachers and parents daily regarding student behavior while on the bus.
13. Maintain discipline and reports student discipline problems to campus administration.
14. Ensure students are aware of rules and responsibilities as passengers.

Safety

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

- 18. Report any hazardous conditions along the route.
- 19. Follow established safety procedures and techniques to perform job duties, including lifting, and climbing.
- 20. Correct unsafe conditions in the area supervisor immediately.
- 21. Inspect the school bus at the end of each run and ensure no students or objects are left behind in the bus.
- 22. Perform other duties as assigned by supervisor.

Supervisory Responsibilities

None

Equipment Used

School bus, wheelchair lift, first aid kit, special needs adaptive equipment, 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 (hot) and vehicle fumes. May be required to work irregular hours.

Terms of Employment

182 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.