

<b>Job Title:</b>	Lead Bus Driver	<b>Wage/Hour Status:</b>	Hourly
<b>Reports to:</b>	Transportation Coordinator	<b>Pay Grade:</b>	BD2
<b>Dept./School:</b>	Transportation	<b>Date Revised:</b>	December 6, 2022

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**Primary Purpose**

Responsible for on-site leadership of bus drivers. Drive a school bus to transport students and other authorized personnel to and from school or other designated locations.

**Qualifications**

**Education/Certification**

High School Diploma/GED

Valid Commercial Driver's license with Passenger (P) and School Bus (S) endorsements

Valid School Bus Driver Certification or must obtain within ninety (90) days of hire date

Ability to pass U.S. Department of Transportation alcohol and drug tests

Ability to pass annual physical exam

**Special Knowledge/Skills**

- Ability read, speak, and communicate in English.
- Ability to operate a school bus
- Knowledge of computers and software applications

**Experience**

Two (2) years experience as a school bus driver

**Major Responsibilities and Duties**

**Leadership**

1. Supervise bus departures and loading areas at assigned school.
2. Train new bus drivers prior to receiving their safety certification.
3. Provide input to Transportation Coordinator or route planner to facilitate planning and maintenance of bus routes.
4. Monitor performance of bus drivers to ensure that routes, schedules, and safety procedures are followed according to policy, and records are properly maintained.
5. Monitor the completion and delivery of paperwork for assigned bus routes and ensure that reports are submitted in a timely manner.
6. Assist bus drivers to resolve issues, which may arise.
7. Perform dispatcher responsibilities daily.
8. Enter daily driver inspection reports into the fleet management software.
9. Assist in coordinating and scheduling school routes.
10. Audit school bus routes.
11. Perform other duties as assigned by supervisor.

**Vehicle Operation**

12. Perform as substitute or regular driver as needed.
13. Drive bus to and from extracurricular activities as needed.
14. Anticipate problems such as traffic, weather, road conditions, and schedule changes to make necessary adjustments to ensure student safety and reduce delays.
15. Perform pre- and post-trip inspections according to specifications to ensure bus is operated safely and document needed repairs.
16. Keep assigned bus clean and maintain appropriate fuel levels.
17. Report accidents, vehicle damage, student injuries, and mechanical problems, and complete required documentation.
18. Perform other duties as assigned by supervisor.

**Supervisory Responsibilities**

Monitor the work of assigned drivers and monitors.

**Equipment Used:**

Tools/Equipment Used: operate school bus; district vehicles; two-way radio; special need equipment; computers; safety equipment including but not limited to flares, reflective signs, and fire extinguisher

**Physical and Mental Job Requirements**

**Mental Demands/Physical Demands/Environmental Factors**

Maintain emotional control under stress. Prolonged sitting; frequent standing and twisting; occasional kneeling/squatting, bending, stooping, and pushing/pulling. Prolonged driving; walking; frequent climbing stairs, grasping/squeezing, wrist, and shoulder flexion/extension, and reaching. Must be able to lift a minimum of 50 lbs. Frequent exposure to extreme hot and cold temperatures, noise, and vehicle fumes; regularly work irregular hours, and occasionally work prolonged hours

**Terms of Employment**

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

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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.