

<b>Job Title:</b>	Lead Bus Driver I	<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

**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  
 Texas School Bus Driver Certification  
 Ability to pass U.S. Department of Transportation alcohol and drug tests  
 Ability to pass annual physical exam

**Special Knowledge/Skills**

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

**Experience**

Two (2) years' experience bus driving

**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 director or route planner to facilitate planning and maintenance of bus routes.
4. Monitor performance of assigned bus drivers to ensure that routes, schedule, and safety procedures are consistently followed, and records are maintained.
5. Monitor the completion and delivery of paperwork for assigned bus routes to ensure that reports are turned in on time.
6. Assist bus drivers to resolve issues that 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 a 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 and make necessary adjustment to ensure student safety and reduce delays.
15. Perform pre- and post-trip inspections according to specifications to ensure bus can be operated safely and notify supervisor of needed repairs.
16. Keep assigned bus clean and maintain appropriate fuel levels.
17. Report all accidents, vehicle damage, student injuries, and mechanical problems and complete corresponding reports.

**Student Management**

- 18. Instruct students on safe entering, exiting, and passenger rules and regulations.
- 19. Supervise students while they board and leave bus and cross the street.
- 20. Maintain discipline and use effective behavior management control over groups of students. Report student discipline problems to appropriate administrator.
- 21. Communicate with teachers and parents regarding student’s behavior when warranted.
- 22. Perform emergency evacuation of students on bus when situation warrants.

**Safety**

- 23. Observe the traffic laws and safety regulations for school buses.
- 24. Ensure proper condition of emergency equipment, such as first aid kit, fire extinguisher, flags, fuses, crowbar, and reflectors.
- 25. Correct unsafe conditions in work area and promptly report conditions that are not immediately correctable to supervisor. Report any hazardous conditions along scheduled route.

**Other**

- 27. Operate and monitors two-way radio equipment to communicate with transportation office and other drivers.
- 28. Complete and maintain accurate, up-to-date, and timely records and reports including but not limited to those related to bus mileage and the number of passengers transported.

**Supervisory Responsibilities**

Monitor the work of assigned bus drivers

**Equipment Used**

Operate school bus; two-way radio; 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; moderate walking; frequent climbing stairs, grasping/squeezing, wrist and shoulder flexion/extension, and reaching  
Limited light lifting and carrying (under 15 pounds) on a daily basis. 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**

212 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.