

**Print name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Job Title:** Bus Driver

**Wage/Hour Status:** Nonexempt

**Reports to:** Director of Transportation

**Pay Grade:** Bus Driver

**Dept./School:** Transportation

**Primary Purpose:**

Ensure safe and orderly transportation of students on assigned route. Operate school bus that transports students and other authorized personnel to and from schools or other designated location.

**Qualifications:**

**Education/Certification:**

Valid Texas commercial driver's license (Class B)  
Passenger and School Bus Endorsement

**Special Knowledge/Skills:**

Must be 21 years of age  
Ability to complete DOT physical  
Ability to pass alcohol and drug test  
Ability to complete required bus driver safety training  
Ability to follow written and verbal instructions  
Ability to communicate effectively  
Knowledge of student discipline procedure  
Ability to manage student behavior  
Ability to operate bus

**Experience:**

None

**Major Responsibilities and Duties:**

**Vehicle Operation**

1. Follow assigned route and adhere to established schedules.
2. Drive bus to and from extracurricular activities.
3. Check bus for mechanical defects before and after each operation and notify supervisor of needed repairs.
4. Report all accidents, vehicle damage, student injuries, and mechanical failures. Complete required reports.
5. Keep assigned bus clean and fueled.

**Student Management**

6. Supervise students while they board and leave the bus and cross the street.
7. Communicate with teachers and parents on a daily basis regarding student behavior while on bus.
8. Maintain discipline; report student discipline problems to appropriate administrator.
9. Instruct students on safe riding rules and regulations.

**Safety**

10. Observe all traffic laws and safety regulations for school buses.
11. Inspect bus by checking fuel, oil, water, tires, lights, brakes, and steering to ensure bus can be operated safely before driving.
12. Ensure proper condition of emergency equipment, such as first aid kit, fire extinguisher, flags, fuses, crow bar, and reflector.
13. Correct unsafe conditions in work area that could cause an accident and inform supervisory of any conditions that are not correctable immediately.
14. Install snow chains during inclement weather.
15. Report any hazardous conditions along the route.

**Other**

16. Operate two-way radio equipment to communicate with transportation office.
17. Work irregular hours as needed.
18. Attend and complete required training program to maintain safety certification.
19. Keeps records on bus mileage, gas and oil consumption, and number of passengers transported.
20. Perform other duties as assigned.

**Supervisory Responsibilities:**

None.

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

**Tools/Equipment Used:** Operate school bus; two-way radio; global positioning system (GPS); safety equipment including but not limited to flares, reflective signs, and fire extinguisher

**Posture:** Prolonged sitting; frequent standing and twisting; occasional kneeling/squatting, bending, stooping, and pushing/pulling

**Motion:** Prolonged driving; moderate walking; frequent climbing stairs, grasping/squeezing, wrist and shoulder flexion/extension, and reaching

**Lifting:** Limited light lifting and carrying (less than 15 pounds) on a daily basis

**Environment:** Frequent exposure to extreme hot and cold temperatures, noise, and vehicle fumes; work around moving vehicles; regularly work irregular hours, and occasionally work prolonged hours

**Mental Demands:** Maintain emotional control under stress

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_

Received by \_\_\_\_\_ Date \_\_\_\_\_