



Division of Human Resources

JOB DESCRIPTION

Job Title:	School Bus Driver	Wage/Hour Status:	Non-Exempt
Reports to:	Route Supervisor/Director of Transportation	Pay Grade:	A3
Dept./School:	Transportation	Date Revised:	April 10, 2006

Primary Purpose:

The transportation of passengers safely over specified routes. The school bus driver through preventive maintenance procedures, can assist in keeping bus in good operating condition.

Qualifications:

Minimum Education/Certification:

High school diploma or equivalent.
 Valid Texas CDL with passenger endorsement.
 Valid Texas School Bus Driver Certification.
 Must pass school bus driver physical examination for physical and emotional stability.
 Must be able to read, write and speak English.

Special Knowledge/Skills:

How to use Petrovend AFC Fuel System.
 School bus physical and operational equipment, able to make split second decisions.
 Verbal communication skills on two way radio.
 Effectively communicate verbally and in writing.
 Problem solving abilities.
 Knowledge of the road, subdivisions, campuses, and individual school.
 Knowledge of student discipline procedures.
 Must have interest in and empathy for children.
 Must have the ability to understand and carry out written and oral instructions.
 Must have and maintain a satisfactory criminal background that reflects a professional and which meets all company, local school district, state, and federal requirements.
 Must be able to read and interpret schedules and forms as well as read and use a map.
 Must be physically able to climb in and out of the school bus emergency doors to evacuate the bus in an emergency.

Experience:

Major Responsibilities and Duties:

1. The transportation of pupils to and from school in an integral part of a sound education program. Competent school bus drivers provide safe and effective transportation for students.
2. To meet the demands of the professional, it is important that personnel responsible for the transportation of children have a healthy self-image and successful relationship with other school personnel, pupils, parents and the community.
3. The operation of a safe school transportation, the school bus driver through preventive maintenance procedures, can assist in keeping bus in good operating condition.
4. The school bus driver is responsible for the safety and well-being of passengers as well as for the safe operation of the bus. Understanding of safe driving procedures, laws and regulations related to school bus transportation is essential for competent school bus driver.

5.212

5. The welfare and safety of students riding on the school bus depend to a very large measure on the driver's understanding and constant utilization of defensive driving practice.
6. The driver is in full charge of the bus at all times. Knowledge of proper emergency procedures and accident scene procedures is a must! These areas of responsibility deal directly with the safety and care of passengers in the event of an accident, as well as other emergency situations that may arise.
7. Know and understand the principles of first aid. First aid is the immediate and temporary care given to the victim of an accident or sudden illness until the service of a health professional can be obtained. Common sense and a few simple rules are the key to effective first aid.
8. The loading and unloading of students presents the driver with tremendous responsibilities and requires the use of sound judgement. The driver must execute the proper procedures for interacting with other vehicular traffic, in directing or assisting students in crossing the roadway, and in managing students as they enter or depart the bus.
9. Special education programs generally provide transportation for pupils receiving special education services. The school bus driver must have additional knowledge of responsibilities and techniques when serving the needs of the students.
10. Pre and Post trip bus inspection filled out completely and clean inside of bus.
11. Inspect bus and check fuel, oil and water before departure of each route.
12. Documentation of student behavior on required forms to be turned into principal and supervisor.
13. Physical fitness is a key to safe driving!

Supervisory Responsibilities:

None.

Equipment Used:

School bus and all related equipment, telephone, two-way radio.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Paperwork processing, bending, stooping, stretching, twisting, turning, reaching, lifting (50 lbs. for 5 feet), carrying, pulling (20 lbs.), pushing, climbing, and extensive sitting, possibility of extended hours, outside, excessive heat, excessive cold, excessive humidity, excessive dampness or chilling, intermittent noise, fumes, wind, dust, walking, repetitive motions, seeing day and night vision, riding on rough road, bouncing, bus vibrations. Emotionally well balanced to be able to deal with any emergency situation that could arise. Ability to make critical decisions in pressure situations, ability to handle multiple tasks simultaneously.