

Job Description – Bus Driver

Primary Function: Under the direction of the Director of Transportation, is responsible for the safe and orderly transportation of students on assigned route. Operates various school buses that transport students and other authorized personnel to and from schools or designated locations.

Responsibilities/Duties:

- Operates any school bus on an assigned route in transporting children to and from school, as well as related activities, in a safe and timely manner
- Is willing and able to submit to substance abuse and alcohol misuse testing as prescribed by school district policy
- Maintains a satisfactory driving and criminal background that reflects a professional driver and which meets all local, state and federal requirements
- Drives all buses and operates lift equipment and securement devices
- Possesses working knowledge of how to care for challenged students with diverse and special transportation needs
- Keeps the bus safe, clean, disinfected, and ready for use by sweeping the floor, keeping the windows clean (inside and out) and keeping the driver area free of dust and objects that may interfere with driving
- Cleans and disinfects the bus daily after each a.m. and p.m. route operated, as well as checks for lost items or children still on bus
- Maintains a presentable appearance that includes being properly dressed according to district standards, neat grooming and good hygiene
- Maintains, reads and understands route sheets including time changes and notifies Manager immediately of any requests for changes
- Exercises student management through correct use of communication and discipline and reports discipline problems to school officials using a written referral form
- Maintains good work habits through timeliness and low absenteeism and extra trips
- Properly cares for vehicle and its component parts as prescribed by Lake Travis ISD to minimize wear and to extend its useful life
- Inspects each vehicle before and after each trip using correct procedures and completes all necessary forms and reports
- Operates the vehicle and stops to allow passengers to board and disembark using safe and responsible procedures
- Operates adaptive transportation lift to board and discharge challenged passengers, using safe and responsible procedures
- Drives bus for field trips, during mid-day, after hours and on weekends as required
- Fuels bus in accordance with terminal standards
- Controls emergency situations in proper manner
- Controls fuel charge for long distance trips and overnight trips and returns documentation to secretary immediately after trip
- Successfully completes driving skills evaluation

- Attends all required in-service, safety meetings and other required meetings and training

- Complies with all local, state and federal laws and regulations pertaining to the operation of the vehicle
- Conducts work in a manner consistent with Texas Hazard Communication Act
- Conducts work in a manner consistent with rules and regulatory guidelines for Pathogen handling
- Maintains a cooperative attitude with fellow employees, supervisors, parents and school personnel, always promoting district goodwill
- Complies with the use of devices and software designed for the safety of drivers and passengers

Supervisory Responsibilities

- Supervises bus aide/monitor

Other

- Demonstrates behavior that is professional, ethical and responsible
- Serves as a role model for all district staff
- Participates in approved professional development opportunities
- Performs other duties as assigned

Knowledge and Abilities:

Knowledge of:

- Motor vehicle laws
- Oral and written communication skills
- Interpersonal skills using tact, patience and courtesy
- Operation of a computer and assigned software

Ability to:

- Follow verbal directions
- Climb in and out of the school bus emergency door to evacuate the bus in an emergency
- Operate computer/devices(s) including, but not limited to, tablets, phones, radios and software programs applicable to transportation and training
- Work independently with little direction
- Communicate effectively both orally and in writing
- Maintain confidentiality
- Establish and maintain cooperative and effective working relationships with others
- Maintain regular and consistent attendance
- Analyze situations accurately and adopt an effective course of action
- Meet schedules and time lines
- Plan and organize work

Education/Licenses/Experience: Must be 18 years of age. Must have an acceptable driving record according to Texas Education Agency standards. Successful completion of Texas Education Agency bus driver training program. Current Class A or B commercial driver's license with proper endorsements. Current CPR certification. No experience required.

Working Conditions:

Mental Demands: Self-motivated, perform tasks with little or no supervision; work with frequent interruptions; able to manage multiple complex projects concurrently; maintain emotional control

under stress; ability to communicate effectively (verbal and written); coordinate district support functions.

Physical Demands/Environmental Factors: Lifting/carrying - 15-44 pounds; frequent sitting, standing, walking, climbing, stooping/crouching/kneeling, pulling/pushing, reaching; repetitive hand motions; prolonged use of computer; speaking clearly; occasional district-wide, state-wide travel; work occasional irregular hours and prolonged hours.

See attached list

Calendar and Salary Range: 181 work days. See current pay grade on the Transportation Compensation Plan.

Revised: 6/22/23

The foregoing statements describe the general function 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.

Employee Signature

Date

Physical Requirements for School Bus Drivers

<u>Physical Task</u>	<u>Frequency</u>	<u>Examples</u>
Climbing	3	Getting on and off the bus to assist challenged riders and to perform pre-trip inspections.
Walking	2	Pick up the vehicle in parking lot, walk in aisles on board bus, walk around bus for inspections.
Pushing	3	Closing door, pushing wheelchairs, opening emergency door.
Reaching	3	Opening and closing the door, adjusting mirrors, closing windows, checking tires for proper inflation, sweeping out bus, and cleaning windows inside and out.
Repetitive/Motions	4	Turning the steering wheel, checking mirrors inside and out.
Sitting	4	Driving the bus and waiting for passengers to load.
Talking	3	Announcing streets, talking with passengers, talking on the radio.
Seeing	4	Keeping aware of general traffic conditions, stopped vehicles, traffic signals, viewing color of traffic lights, inspecting bus, and monitoring passengers inside the bus and outside after they disembark.
Hearing	4	Listening to traffic sounds, emergency vehicles, passenger inquiries, monitor radio, and detect mechanical problems.
Stooping/Stretching	3	Picking up and securing young or challenged passengers, securing wheelchairs, inspecting the front of the bus for fluid leaks, checking tires for proper inflation, and cleaning the bus.
Standing	2	Dealing with discipline problems on the bus, operating lift controls for challenged passengers, and supervising passengers as they board the bus each afternoon.
Lifting	2	Assisting challenged passengers to their seats.

Frequency Ratings:

- 1: Rarely (1% of the time or less)
- 2: Occasionally (2-15% of the time)
- 3: Regularly (16-40% of the time)
- 4: Frequently (41-100% of the time)