



JOB DESCRIPTION

Position Title:	Bus Driver	Position Type: Part time
Department:	Risk Management	Classification: Hourly
Reports To:	Director of Safety and Security	

Job Summary

The bus driver position is responsible for picking up and dropping off students at their dedicated locations during the school year.

Essential Job Duties

1. Safely operate bus, follow route(s), adhere to established schedules, and observe all traffic laws and safety regulations.
2. Instruct students on safe rules and regulations to board, ride, and depart bus and of crossing the street.
3. Report student discipline/behavior issues to campus administration and bus station management.
4. Document all accidents, vehicle damage, student injuries and mechanical failures and complete all required reports.
5. Keep records on number of passengers transported.
6. Keep assigned bus clean and fueled, check bus for mechanical defects before/after each operation, and report needed repairs to maintenance.
7. Learn and adapt to each student's special medical, physical, communicative, and emotional needs.
8. Ensure proper condition of emergency equipment such as first aid and body fluid kits, fire extinguisher, reflectors, seat belts, vests, etc.
9. Follow emergency procedures and administer CPR or first aid if necessary.
10. Operate communication equipment to communicate with transportation office.
11. Follow established procedures and techniques to meet high standards of cleanliness, health and safety and reports any conditions that are not correctable to supervisor immediately.
12. Demonstrate good attendance and punctuality.
13. Perform other duties as assigned.

Experience

Minimum of 1 year experience driving a commercial or large vehicle (Preferred)

Licenses/Certifications

Valid Texas Commercial Drivers License Class B with "P" and "S" Passenger endorsement (No record of DWI or convictions for the past 10 years and acceptable driving records according to Texas Department of Public Safety standards)

Skills

- Must successfully complete background screening and verification
- Must be reliable and have good judgement
- Practice safe driving skills
- Skill in operating any size standard or automatic bus.
- Ability to read, understand, and communicate in English.
- Ability to complete required bus driver safety training.
- Ability to follow written and verbal instructions.
- Ability to communicate effectively with diverse groups of individuals in a professional manner.
- Ability to manage student behavior.