

# BUS DRIVER

**Job-Type:** Full-time **Fund:** 420  
**Reports to:** Transportation Coordinator  
**Wage/Hour Status:** Non-Exempt  
**Duty Days Assigned:** 190 days

## Job Goal:

To transport students to and from school and other sites within designated route(s) and to ensure the safety of the student passengers while in a school vehicle.

## Qualifications:

### Education/Certification:

- High School Diploma or GED required
- Possess a valid commercial driver license (Class B or above) with passenger (p) and school bus (s) endorsements
- Texas Department of Public Safety (TxDPS) School Bus Driver Certification (or the ability to obtain)
- Possess acceptable driving record

### Experience:

- Two years of experience as a school bus driver preferred

## Skill Requirements:

- Ability to read, write, and speak English
- Ability to follow written and verbal instructions
- Ability to communicate effectively
- Ability to effectively manage large groups of students
- Ability to work independently and as part of a team
- Ability to pass pre-employment and random drug/alcohol screens, as needed
- Ability to pass annual TxDPS school bus driver's physical examination

## Performance Responsibilities:

- Drives a school transportation vehicle within a prescribe route(s) in accordance with time schedules; picking up and discharging students at designated stops.
- May operate a special ramp bus; loads and unloads students in wheelchairs on and off bus, inspecting wheelchair for operational safety; operates ramp; positions and secures wheelchair in bus.
- Transports students and teacher on field trips to various locations; planning necessary route(s) and stops as needed.
- Maintains order and proper discipline of student passengers according to district policy.
- Conduct safety and operational inspection of assigned vehicle daily.
- Reports needed mechanical repairs when necessary
- Drive bus to and from extracurricular activities

Revised: 08/03/2021

- Perform and document required pre-trip and post-trip inspections to ensure vehicle safety
- Services buses with gas, diesel fuel, and oil; checks and when necessary fills tires and batteries.
- Performs periodical safety drills as required by law; completing necessary reports upon request
- Report any defects or necessary repairs in writing to shop personnel
- Exercise extreme caution when loading and unloading students
- Maintains cleanliness of vehicle to ensure safe operating condition
- Completes periodic mileage and other reports including passenger counts
- Attends various meetings regarding safety, first aid and training updates as required
- Attends driver training programs to maintain current knowledge of Texas Motor Vehicle Code and the Education Code as it applies to the operation of vehicles in the transportation of school children
- Operates a two-way radio
- Washes bus as described by the District cleaning Procedures
- Maintain confidentiality in all aspects of job performance to ensure students' right to privacy.
- Perform other duties assigned by supervisor.
- Demonstrate behavior that is professional, ethical and responsible.

**Physical Effort and Work Environment:**

- Continual sitting, reaching, bending, and repetitive hand motions.
- Frequently required to talk or hear.
- Work outside and inside.
- Moderate exposure to extreme temperature (heat and cold) and vehicle fumes.
- This position may involve rare exposure to blood or body fluids.
- Regular attendance is required for this position.

**Additional Information:**

This job description is not an employment agreement or contract. Priority Charter Schools has the exclusive right to alter this job description at any time without notice.

In accordance with applicable laws and Priority Charter Schools policies, no person shall be excluded from consideration for recruitment, selection, appointment, training, promotion, retention or any other personnel action, or be denied any benefits or participation in any educational programs or activities which it operates on the grounds of race, religion, color, national origin, sex, disability, age or veteran status (except where age, sex, or disability constitutes a bona fide occupational qualification necessary to proper and efficient administration).

All new employees must present proof of identity and eligibility to work in the United States.

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 for this position.