

Job Title: Special Education Bus Driver

Exemption Status/Test: Nonexempt

Reports to: Director of Transportation

Date Revised: 10/09/19

Dept./School: Transportation

Days: 172

Primary Purpose:

Operate school bus and related equipment to provide safe and orderly transportation of students with disabilities and other authorized persons on assigned route and to and from other designated locations.

Qualifications:

Education/Certification:

Clear and valid Texas commercial driver's license with Passenger (P) and School Bus (S) endorsements

Special Knowledge/Skills:

Must be 18 years of age

Ability to pass U.S. Department of Transportation alcohol and drug tests and annual physical exam

Ability to complete required bus driver safety training

Ability to follow written and verbal instructions

Proficient map reading skills

Ability to manage student behavior

Ability to communicate effectively with others

Experience:

Some experience as school bus driver

Major Responsibilities and Duties:

Vehicle Operation

1. Drive bus daily following assigned route and adhere to established schedules.
2. Drive bus to and from extracurricular activities.
3. Anticipate problems such as traffic, weather, road conditions, and schedule changes and make necessary adjustment to ensure student safety and reduce delays.
4. Perform pre- and post-trip inspections according to specifications to ensure bus can be operated safely and notify supervisor or needed repairs. Keep assigned bus clean and maintain appropriate level of fuel.
5. Report all accidents, vehicle damage, student injuries, mechanical problems, and complete required corresponding reports.

Student Management

6. Help students with disabilities get on and off bus according to their individual needs and supervise students as they board and leave bus and cross street.
7. Instruct students on safe entering, exiting, and passenger rules and regulations.
8. Learn and adapt to each student's special medical, physical, communicative, and emotional needs.
9. Maintain discipline and use effective behavior management control over groups of students. Report student discipline problems to appropriate administrator and communicate with teachers and parents regarding student's behavior when warranted.
10. Perform emergency evacuation of students on bus when the situation warrants.

Safety

11. Observe all traffic laws and safety regulations for school buses.
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 and promptly report conditions that are not immediately correctable to supervisor. Report any hazardous conditions along scheduled routes.
14. Maintain safety certification.
15. Install snow chains during inclement weather.
16. Follow district safety protocols and emergency procedures.

Other

17. Operate and monitor two-way radio equipment to communicate with transportation office and other drivers.
18. Complete and maintain accurate, up-to-date, and timely records and reports including but not limited to those related to bus mileage, gas and oil consumption, and number of passengers transported.

Supervisory Responsibilities:

None

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Operate school bus; two-way radio; safety equipment including but not limited to flares, reflective signs, and fire extinguisher; specialized and adaptive equipment used by students

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

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

Lifting: Frequent heavy lifting (45 pounds or over) and positioning of students with physical disabilities, controlling behavior through physical restraint, assisting nonambulatory students, and lifting and moving adaptive equipment on a daily basis

Environment: Frequent exposure to extreme hot and cold temperatures, noise, and vehicle fumes; exposure to biological hazards (bacteria, communicable diseases); work around moving vehicles; regularly work irregular hours, and occasionally work prolonged hours

Mental Demands: Maintain emotional control under stress

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 _____