

Job Title:	Bus Driver	Wage/Hour Status:	Non-Exempt
Reports to:	Area Supervisor	Pay Grade:	NG
Dept/School:	Transportation	Days:	180
Date Revised:	June, 2011	Job Code:	T102/T119

Primary Purpose:

To provide safe and reliable transportation service by operating various school buses in transporting pupils to and from school as well as related activities. Maintains the highest level of ethical behavior with Campus Administrators, fellow employees and our community.

Education / Certification:

1. High School or GED.
2. Class B CDL License with P&S endorsements.
3. TEA Certification.

Special Knowledge / Skills:

1. Must be 21 years of age and be able to meet physical and medical requirements as well as pass substance abuse screening.
2. As a safety sensitive employee, you will be subject to random substance abuse screening under Comal ISD policy. Must satisfactorily complete and pass all CDL training requirements within 30 days from start of training and attend safety meetings and in-service meetings in order to remain qualified.
3. Tact and diplomacy required in dealing with students, parents and all school district personnel.
4. Ability to lift and assist students when necessary must be able to lift a minimum of 50 pounds.
5. Requires a high degree of attention and considerable dexterity in the control of the school bus/van.
6. Must practice defensive driving at all times and avoid vehicular and industrial accidents by practicing safe driving and work habits.
7. Must have the ability to maintain effective pupil behavior management over groups of children.

Experience / Other Requirements:

1. Experience as a commercial driver is preferred.

Major Responsibilities and Duties:

1. Operates school bus in a safe manner in accordance with state and federal laws and Comal ISD policy.
2. Transports students over assigned route, observing all traffic laws and safety regulations.
3. Performs Pre- and Post-trip inspections in accordance with state laws and Comal ISD policy on a daily basis.
4. Reports any maintenance problems to Mechanics in accordance with Comal ISD procedure and does not operate an unsafe vehicle.
5. Must be able to physically assist passengers in evacuation of the vehicle in case of emergency.
6. Must report to duty on time and maintain their route on time but in a safe manner.
7. Must immediately report any accident or incident per Comal ISD policy.
8. Exercises student management through communication and discipline per Comal ISD policy.
9. Report any difficulties or changes in students needs to the Lead Driver.
10. Required to keep the interior of the assigned vehicle clean and presentable.
11. Required to present and maintain a neat and clean professional appearance and personal hygiene at all times.
12. Must make sure vehicle is properly fueled according to Comal ISD procedures.
13. Must complete all required paperwork (including route change sheets, time recording, and vehicle repair requests) and submit to the appropriate authority in a timely manner.
14. Attends all assigned training, safety workshops and field in-service training.
15. Maintains a cooperative attitude with fellow employees, lead drivers, supervisors, parents, and school personnel, always promoting teamwork.
16. Required to prepare vehicle for inclement weather conditions. Securing buses, shutting off all power and closing all windows.
17. Must be able to follow route(s) and adhere to established schedules.
18. Responsible to keep current Class B CDL license w/ P&S endorsements, TEA certifications and any other requirements.
19. Responsible for properly maintaining district records, adhering to all policies set forth by the district for records maintenance and learning the records retention schedule for department records.
20. Other duties as assigned.

Supervisory Responsibilities:

None.

Equipment Used:

Operate power lifts and ramps, fire extinguisher, evacuation blanket or ramp, first aid kit, body fluids management kit, wheelchair tie downs, seat belts and/or vest restraints, chocks, belt cutter; back support belt and other equipment deemed necessary.

Working Conditions:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Conditions include operating in inclement weather, heat and humidity (most buses are not air conditioned), enduring a bumpy ride, and exposure to possible injury due to traffic accidents.
2. There is a considerable exposure to dust, traffic fumes, and high noise level from both outside traffic as well as from passengers.
3. Psychological factors can include dealing with mentally challenged children and adults, dealing with life threatening emergencies as well as coping with screaming children.

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.

Employee Name (please print) _____

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____