



**CROSBY INDEPENDENT SCHOOL DISTRICT
JOB DESCRIPTION**

Job Title: Bus Driver

Wage/Hour Status: Nonexempt

Reports to: Director of Transportation

Pay Grade: Manual 3

Dept./School: Transportation

Date Revised: 4/18/97:12/10/10

PRIMARY PURPOSE:

Provide safe, secure and efficient transportation services for all students and staff of the district enhancing the districts mission statement to produce literate, responsible citizens capable of learning and applying academic and social skills successfully in any life.

QUALIFICATIONS:

Education/Certification:

- High School Diploma or GED
- Certified or certifiable as a Texas School Bus Driver
- Hold or obtain a CDL, class B minimum with a "P" & "S" Endorsement
- Must be a minimum of 21 years of age
- Must pass Annual State of Texas School Bus Driver Physicals
- Must pass ALL Federal DOT Drug and Alcohol Test

Special Knowledge/Skills:

- Ability to exercise judgment in decision making
- Strong organizational, communication and interpersonal skills
- Must have empathy for children
- Know federal, state, local and school district regulations, procedures and laws as relating to operating a passenger vehicle
- Ability to carry out written and oral instructions
- Ability to control large groups of children
- Ability to read, understand and use a map

Examinations:

- Willing and able to submit to substance abuse testing as prescribed by Federal DOT
- Able to meet or exceed annual state required physical examination

MAJOR RESPONSIBILITIES AND DUTIES:

1. Operate a school bus on an assigned route in transporting children to and from school, as well as related activities, in a safe, timely manner.
2. Operate all district owned vehicles necessary to facilitate the educational program.
3. Maintain, read and understand route descriptions including time changes and notify the proper personnel immediately of any deviations or overcrowding.
4. Maintain scheduled route to established time and mileage as best possible.



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5. Exercise student management through correct use of communication and discipline and report discipline problems through proper school district procedures.
6. Maintain good work habits through timeliness and low absenteeism for daily assignment and extra trips.
7. Properly care for vehicle under your command and its component parts as prescribed by the distance to minimize wear and to extend its useful life.
8. Operate the bus two-way radio correctly and according to federal and district procedures.
9. Inspect each vehicle before and after each trip using the correct procedures and complete the pre and post trip inspection forms.
10. Operate the vehicle stopping to allow passengers to board and disembark using safe and responsible procedures.
11. Operate adaptive transportation equipment to board and discharge challenged passengers using safe and responsible procedures.
12. Keep bus clean and orderly with daily cleaning after each route operated as well as check for lost items.
13. Maintain a presentable appearance, including being properly dressed according to district guidelines, neat grooming and good hygiene.
14. Maintain a cooperative attitude with fellow employees, supervisors, parents, and school personnel, always promoting district goodwill.
15. Must be able and willing to fuel bus in accordance with district standards.
16. Must be able to control emergency situations, exercising quick judgment in a proper manner.
17. Must assist in completing bus evacuation drills to local school district and state government standards.
18. Must be able and willing to complete and turn in all required documentation to the transportation office in a timely and accurate manner.
19. Successfully complete a driving skill evaluation when required.
20. Required to attend all training, district required meetings and training as well as any other announced meetings.
21. Check the bus at the conclusion of each run to insure that no children have been left on the bus.
22. Maintain confidentiality of information.
23. Perform other duties as assigned.

EQUIPMENT USED:

- School bus, school bus broom, fuel pump, wheelchair lift, two-way radio

WORKING CONDITIONS:

Mental Demands:



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- Ability to maintain emotional control under stress
- Ability to maintain effective control over challenged students and adults
- Dealing with life threatening emergencies as well as coping with screaming children
- Ability to communicate effectively (verbal)
- Complying with all Crosby ISD policies and procedures

Physical Demands/Environmental Factors:

- Load and unload vehicle, making frequent stops (up to 100 per day), lifting and pulling up to 50 lbs. Operating “on-hand” device to open and close bus door
- Ability to operate lift equipment
- Climbing on and off bus to assist challenged riders
- Walking to and from parking lots, in aisles on board bus, around bus for inspections
- Pushing wheel chairs
- Using repetitive motions in turning the steering wheel and shifting the transmission
- Long periods of sitting in driving the vehicle and attending meetings
- Communicating verbally to announce streets/stops, talking with passengers and two-way radios
- Staying alert for general traffic conditions, stopped vehicles, traffic signals, viewing color of traffic lights, inspecting vehicle, monitoring passengers
- Able to hear traffic sounds, emergency vehicles, passenger inquiries, monitoring the radio, detecting mechanical problems
- Operates within the District in all-temperature conditions
- Operate vehicles (up to 60,000 pounds GVW) up to 150 or more miles per day in rural and city traffic, following established routes

Performed work position requirements also include sitting 80%, twisting and bending 20%, kneeling 10%, climbing 10%, extended reach above head 20% and extended reach in front of body 80% above 12 inches and in front 14 inches

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.