



JOB DESCRIPTION
BUS DRIVER

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The Bus Driver, under the supervision of the coordinator of transportation, ensures safe and orderly transportation of students on assigned routes, and operates a school bus that transports students and other authorized personnel to and from schools or other designated locations.

EDUCATIONAL / CERTIFICATION / EXPERIENCE REQUIREMENTS:

- Valid Texas Commercial Driver's license (Class B)

ADDITIONAL REQUIREMENTS:

- Ability to pass Human Performance Exam (HPE)
- Must be 21 years of age or older

KNOWLEDGE / SKILLS / ABILITIES:

- Ability to pass alcohol and drug test
- Ability to complete required bus driver safety training
- Ability to follow written and verbal instructions
- Ability to communicate effectively
- Knowledge of student discipline procedure
- Ability to manage student behavior
- Ability to operate bus
- Must be able to understand instructions and communicate in basic English
- Ability to read and interpret documents such as safety rules, operating maintenance instructions, and procedure manuals.

DUTIES AND RESPONSIBILITIES:

1. Drives the school bus safely, following all applicable laws and district administrative policies and regulations governing the transportation of students.
2. Checks the vehicle before each trip to determine that it is in satisfactory operation condition.
3. Fills out daily maintenance list.
4. Keeps windshields, lights and "School Bus" signs clear and visible, and keeps vehicle serviced.
5. Notifies dispatcher if bus is dirty after being used by another driver.
6. Makes timely reports, on district forms, of any mechanical problems.
7. Cares for the vehicle by keeping students informed of their responsibilities as riders. Keeps the interior of the vehicle clean.
8. Drives bus routes as approved and specified.
9. Maintains good community relations by establishing proper rapport with the students.
10. Maintains order and follows district regulations in an emergency situation.
11. Maintains discipline on the bus at all times, and reports daily and violations or misconduct of the students to the school principal or vice-principal.
12. Maintains discipline of students while boarding or leaving the vehicle. Assigns seats to all bus riders.
13. Keeps bus copy of route and emergency student rider form for bus up to date.
14. The foregoing statements describes the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills required.

WORKING CONDITIONS:

MENTAL DEMANDS: Ability to communicate effectively (verbally and written), interpret policies, procedures, and data, reason, understand verbal instructions, read, coordinate, compute, instruct, and maintain emotional control

PHYSICAL DEMANDS: Ability to lift and/or carry heavy weight (over 45 pounds), sit, stand, climb stairs and/or ramps, push, pull hear, speak maintain visual acuity, distinguished colors, and drive school buses daily. Must be able to work outside or inside in temperature extremes, noise, sunlight exposure, slippery surfaces and around moving objects or vehicles.

SUPERVISORY RESPONSIBILITIES:

None.

EQUIPMENT USED:

School bus, safety equipment (flares, reflective signs), fire extinguisher

Updated: September 30, 2008

Bus Driver pay scale on line.

The Judson School District considers applicants for all positions without regard to race, color, national origin, age, religion, sex, marital or veteran status, the presence of a medical condition, disability, or any other legally protected status.