



JOB DESCRIPTION

Bus Driver/Trainer – Transportation Department

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The Bus Driver/Trainer under the direct supervision of the Transportation Coordinator, provides training and supervision to bus drivers, teachers, and coaches that will be employed by Judson ISD, assists the administration with certified bus drivers when needed and advises about placement of bus drivers.

EDUCATIONAL / CERTIFICATION / EXPERIENCE REQUIREMENTS:

- High School Diploma or GED
- At least 5 years of experience as a bus driver
- Texas Class B License. Clear driving record and criminal record as required by Texas Education Agency

ADDITIONAL REQUIREMENTS:

Ability to pass Human Performance Exam (HPE)

KNOWLEDGE / SKILLS / ABILITIES:

- Ability to operate bus as well as possess acceptable driving record
- Outstanding knowledge of all requirements needed to be a good bus driver
- Excellent knowledge of bus capabilities and routine maintenance procedures
- Effective communication and interpersonal skills
- Must be 18 years of age or older
- Ability to pass alcohol and drug test
- Ability to complete required bus driver safety training
- Ability to follow written and verbal instructions
- Knowledge of student discipline procedures and ability to manage student behavior

DUTIES AND RESPONSIBILITIES:

1. Provides a complete driver training course for all new bus drivers.
2. Retrains existing drivers when needed.
3. Updates driver training material as needed.
4. Conducts bus safety, discipline and emergency procedures at district campuses.
5. Observes drivers as needed.
6. Maintains lists and notifies each driver, coach or teacher when certification training is required.
7. Schedules all drivers (coaches, teachers, regular/special) for certification according to Region 20 schedules.
8. Substitutes on routes when needed by the dispatcher.
9. Conducts training updates and instructions on new equipment, changes in rules and regulations, etc.
10. Attends Texas A&M Training Sessions and follow-up sessions as needed.
11. Establishes and maintains video library.
12. The foregoing statements describe 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, data, reason, understand verbal instructions, read, coordinate, compile, compute, instruct, and maintain emotional control under stress.

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

SUPERVISORY RESPONSIBILITIES:

None

EQUIPMENT USED:

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

Salary: Salary based on Bus Driver Scale

Days: 187

Wage/Hour Status: Nonexempt

Updated: December 16, 2008

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.