

Killeen Independent School District Job Description

Job Title: Bus Driver (Permanent Substitute)
Department: Transportation Services
Reports To: Transportation Operations Specialist
FLSA Status: Non-exempt

SUMMARY

Operates a school bus to transport students and other authorized personnel safely to and from school or designated locations.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following and other duties that may be assigned:

Performs route functions as alternate (substitute) driver or monitor, filling in for route vacancies and absences of drivers and monitors. Performs route functions necessary to transport students and other authorized personnel safely to and from school or other designated locations in accordance with route sheet and trip ticket instructions.

Secondary duties include serving as activity trip driver for local and out of town extracurricular activities. Loads and unloads baggage or equipment, as required.

Operates and properly secures equipment required to support transportation of students with disabilities or special needs.

Inspects bus for mechanical and safety defects before and after each operation and prepares work orders for needed repairs. Checks fuel and gauges before departure.

Observes all traffic laws and safety regulations for school buses.

Maintains safety precautions when passengers are boarding and departing bus.

Conducts inside, outside, and on-board bus inspection before departure and at termination of each run and route.

Operates two-way radio equipment and communicates with transportation operations staff as required for successful completion of route.

Communicates with department personnel concerns about passenger behavior on the bus.

Completes student discipline referrals as required and turns in to the Operations Section.

Reports all delays, accidents, vehicle damage, and passenger injuries to the Dispatcher.

Collects and provides data for transportation reports as required.

Keeps assigned buses clean, inside and out.

Maintains and updates as required a current Texas Commercial Driver's License(CDL) and Texas school bus driver certification.

Performs such other tasks as may be assigned by the Transportation Operations Specialist or the Director for Transportation Services.

SUPERVISORY RESPONSIBILITIES

Supervises approximately 50 to 70 students per bus.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. There may be alternatives to the qualifications as the Board of Trustees may find appropriate.

EDUCATION or EXPERIENCE

High school diploma or general education degree (GED).

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak clearly and effectively over a radio communication system, before groups of students and sponsors, and before groups of customers or employees of the organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists and in a fast-paced, high-pressure environment. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Texas Commercial Driver's License (Class A, B, C, or CDL permit) with passenger and air brake endorsements. Current state school bus driver certification certificate issued by the Texas Department of Public Safety.

PHYSICAL DEMANDS

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; a demonstration of the ability to perform these physical activities may be required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Ability to operate a motor vehicle and operate wheelchair lifts, ramps, and securement locks. Continual sitting, reaching, and repetitive hand and arm motions. While performing the duties of this job, the employee is required to talk and hear; stand; use hands to finger, handle, or feel; and reach with hands and arms. Frequent walking, stooping, bending, kneeling, crouching, crawling, pushing and pulling. Moderate lifting and/or carrying up to 50 pounds or more. Specific vision abilities required by this job include close vision, distance vision, depth perception, and ability to adjust focus during the hours of daylight and darkness.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently exposed to outside weather conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; and vibration. Occasional driving during the hours of darkness. The noise level in the work environment is usually moderate to loud.

OTHER QUALIFICATIONS

Must be 18 years of age. Must have acceptable driving record according to Texas Education Agency and Texas Department of Public Safety standards. Must pass preemployment drug test (and subsequently participate in random drug and alcohol testing program) and preemployment physical (while employed, physicals will be taken annually). Must also initially complete Texas School Bus Driver Certification Course (20 hours) and subsequently the Texas School Bus Driver Refresher Course (8 hours) every three years. These drivers perform route functions in the absence of regular drivers or monitors. Requirements include an adequate knowledge of the Fort Hood, Killeen, Harker Heights, and Nolanville areas, including all school locations and major streets; and thorough knowledge of departmental driver requirements, student discipline management, and department operations.

Revised Date: November 14, 2016

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 that may be required.