

# **Killeen Independent School District Job Description**

**Job Title:** Driver Video GPS Lead  
**Reports To:** Supervisor for Transportation Support  
**FLSA Status:** Non-exempt

## **SUMMARY**

Maintains bus-video monitoring systems. Retrieves bus video in an effort to maintain a safe school bus environment, and support District investigatory purposes. Stores and distributes video in accordance with District privacy policies.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

Regularly drives a school bus; performs duties and functions of the school bus driver position and maintains all certifications required to perform this duty.

Installs and maintains bus video equipment and oversees daily operations of all video equipment.

Responsible for, video retrieval, storage, video system installation, operation, and troubleshooting.

Oversees preparation of discipline management reports, as needed.

Maintains inventory of buses with video systems and equipment inventory of video recording and playback equipment.

Maintains a library of digital videos held in suspense and delivers videos via network to district administrative personnel and law enforcement officials upon request.

Manages transportation video files.

Operates two-way radio equipment and communicates information required for continuing operation of all transportation functions.

Assists with school bus emergency evacuation training as required.

Makes presentations during driver in-service training and small group meetings and assists in department-wide staff development programs, as needed.

Assists with equipment procurement process by reviewing specifications and conducts product evaluations.

Performs other duties as assigned.

## **SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.

## **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. There may be alternatives to the below qualifications as the Board of Trustees may find appropriate.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE**

Must possess a high school diploma or hold a general education degree (GED) certificate, Commercial Driver's License (Class A or B), and 2 years of, behind the wheel, school bus transportation experience.

**OTHER QUALIFICATIONS**

Must be 21 years of age. Must have acceptable driving record according to Texas Education Agency and Texas Department of Public Safety standards.

**LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to speak clearly and effectively over a radio communications 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. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**COMPUTER SKILLS**

Must be familiar with troubleshooting of automated systems (hardware and software) and be able to operate the District's standard software products, plus any additional software that may be unique to the position.

**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**

Texas Association for Pupil Transportation (TAPT) certification preferred.

**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. 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 required to talk and hear; stand; use hands to finger, handle, or feel; and reach with hands and arms. In addition, continual sitting, reaching, and repetitive hand and arm motions, frequent walking, stooping, bending, kneeling, crouching, crawling, pushing and pulling may be required. Moderate lifting and/or carrying up to 50 pounds or more. Ability to operate a motor vehicle and operate wheelchair lifts, ramps, and securement locks. Specific vision abilities required by this job include close 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.

Although, while performing the duties of this job, the primary work environment is in an office setting, the employee might frequently be exposed to wet and/or humid outside conditions; moving mechanical parts; fumes or airborne particles; toxic or caustic chemicals, and vibration. Occasional in and out-of-district travel may be required. The noise level in the work environment is usually moderate.

**Prepared Date: May 29, 2018**

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.