

## **Killeen Independent School District Job Description**

**Job Title:** Bus Driver Non-CDL  
**Reports To:** Transportation Routing Specialist  
**FLSA Status:** Non-exempt

### **SUMMARY**

Operates a 9 passenger 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 necessary to transport students and other authorized personnel safely to and from school or other designated locations in accordance with route sheet or trip-ticket instructions.

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

Observes all traffic laws and safety regulations for school buses.

Maintains safety precautions when passengers are boarding and departing bus. Assists in loading and unloading students with disabilities according to their individual needs.

Inspects bus for mechanical and safety defects before and after each operation and prepares work orders for needed repairs. Conducts inside and outside bus inspection and an on-board bus sweep before departure and at termination of each run and route. Checks fuel and gauges before departure.

Maintains effective control over students and prepares student discipline referrals as required for submission to the Operations Section.

Communicates with department supervisor any concerns about passenger behavior on the bus.

Drives bus for extracurricular activities and loads/unloads baggage/equipment, as required.

Keeps assigned bus clean, inside and out.

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

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

Collects and provides data for transportation reports as required.

Maintains and updates as required a current Texas Driver's License 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 up to 9 students per mini-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 Driver's License (Class C). 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. Must be able to operate a motor vehicle. 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 pre-employment drug test (and subsequently participate in random drug and alcohol testing program) and pre-employment 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..

**Prepared Date:** June 5, 2017

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.