



Flour Bluff Independent School District Job Description

JOB TITLE: Substitute Bus Driver/Bus Maintenance

WAGE/HOUR STATUS: Nonexempt

NUMBER OF DAYS: 260

REPORTS TO: Transportation Supervisor/Fleet Mechanic Supervisor

DATE REVISED: 12/09

PRIMARY PURPOSE:

- Responsible for safe and orderly transportation of students on assigned route. Operate a school bus that transports students with disabilities and other authorized personnel to and from schools or designated locations. Provides general maintenance on school buses.

QUALIFICATIONS:

Minimum:

- Valid Texas Commercial Driver's License (Class B) with passenger and school bus endorsement
- Speak, read and write English language

Special Knowledge/Skills:

- Must be 21 years of age
- 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

Experience:

- One year experience as school bus driver

Supervisory Responsibilities:

- Monitor the work of Bus Aides when required

MAJOR RESPONSIBILITIES AND DUTIES:**Vehicle Operation:**

1. Follow assigned route and adhere to established schedules.
2. Check bus for mechanical defects before and after each operation and notifies supervisor of needed repairs.
3. Report all accidents, vehicle damage, student injuries, and mechanical failures.
4. Keep records of student pick up and drop off times.
5. Keep assigned bus clean and fueled.

Bus Maintenance:

6. Provide Mechanics assistance in looking for parts and supplies as needed
7. Submit requisitions & keep track of purchase orders and receipts
8. Keep inventory of stocked items

Student Management:

9. Help students with disabilities get on and off bus according to their individual needs.
10. Learn and adapt to each student's special medical, physical, communicative, and emotional needs.
11. Communicate with teachers and parents daily regarding student behavior.
12. Supervise students as they board and leave bus and cross street.
13. Maintain discipline, reports student discipline problems to appropriate administrator.
14. Instruct students on safe riding rules and regulations.

Safety:

15. Observe all traffic laws and safety regulations for school buses.
16. Inspect bus by checking fuel, oil, water, tires lights, brakes, and steering to ensure bus can be operated safely before driving.
17. Ensure proper condition of emergency equipment, such as first aid kit, fire extinguisher, fuses, and reflectors.
18. Correct unsafe conditions in work area that could cause an accident and informs supervisor of any conditions that are not correctable immediately.
19. Report any hazardous conditions along the route.

Other:

17. Ability to operate two-way radio equipment to communicate with transportation office.
18. Work irregular hours as needed.
19. Attend and completes required training program to maintain safety certification.
20. Maintain good working communications with co-workers and other staff members.
21. Maintain good attitude in difficult situations.
22. Help maintain cohesiveness among employees.
23. Perform duties in a timely and organized manner.
24. Project a professional image through demeanor and dress.
25. Maintain regular and reliable attendance.
26. Comply with Maintenance/Transportation Department policies and procedures.
27. Comply with policies and procedures as outlined in employee handbook and addendum.
28. Adhere to proper channels when communicating ideas, problems, etc.
29. Perform other duties as assigned.

Mental Demands/Physical Demands/Environmental Factors:**Tools/Equipment Used:**

Operate school bus; two-way radio; global positioning system (GPS); safety equipment including but not limited to flares, reflective signs, and fire extinguisher

Posture:

Prolonged sitting; frequent standing and twisting; occasional kneeling/squatting, bending, stooping, and pushing/pulling

Motion:

Prolonged driving; moderate walking; frequent climbing stairs, grasping/squeezing, wrist and shoulder flexion/extension, and reaching

Lifting:

Limited light lifting and carrying (less than 15 pounds) daily

The above statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list.