Bus Driver - CDL (8 Hour position)

Rev May 2026

Reports to: Director of Transportation

Dept./Campus: Transportation

Status: Non-Exempt

Paygrade: 505

Term: 226 Days

PRIMARY PURPOSE:

Operate school bus to provide safe and orderly transportation of students and other authorized persons on assigned route and to and from other designated locations.

MAJOR RESPONSIBILITIES AND DUTIES

- **Vehicle Operation**
  - Drive a school bus safely and professionally.
  - Show proficiency in handling and maneuvering a school bus.
  - Drive bus daily following assigned route and adhering to established schedules.
  - Drive bus to and from extra-curricular activities.
  - Anticipate problems such as traffic, weather, road conditions, and schedule changes, and make necessary adjustments to ensure student safety and reduce delays.
  - Perform pre/post-trip inspections according to department specifications to ensure a bus can be operated safely and notify supervisor of needed repairs. Keep assigned bus clean and maintain appropriate level of fuel.
  - Report all accidents, vehicle damage, student injuries, and mechanical problems and complete required corresponding reports.
- **Student Management**
  - Follow Board, district, and department policies and procedures regarding student management and discipline.
  - Instruct students on bus safety entering, exiting, and passenger rules and regulations. Supervise students while they board and leave the bus and cross the street.
  - Maintain discipline and use effective behavior management control over groups of students. Report student discipline problems to appropriate personnel.
  - Perform emergency evacuation of students on bus when the situation(s) warrant.
- **Safety**
  - Knowledge of pupil transportation emergency procedures
  - Observe and follow all applicable federal, state, and local traffic laws and safety regulations for commercial transportation
  - Ensure proper condition of emergency equipment; first aid kit, fire extinguisher, flags, fuses, crowbar, and reflector.
  - Correct unsafe conditions in work area and promptly report conditions that are not immediately correctable to supervisor. Report any hazardous conditions along scheduled route.
  - Maintain a current safety certification.
  - Follow district safety protocols and emergency procedures.

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- **Other**
  - Promote a positive department image and follow organizational charts for any issues that arise.
  - Must be available to work an 8-hour shift scheduled within a service window of 5:30am-6:30pm. Work hours may not be consecutive. Consistent scheduling with adhere to 40 hours per week.
  - Serve as the primary driver of choice, in addition to routes for;
    - Coverage of mid-day routes and/or shuttles in the event of a driver absence
    - Coverage of summer school routes and trips
    - Emergency response for evacuation requests
    - Coverage of routes to other districts when GISD has a non-student day
    - Fueling, transporting buses for inspections, transporting buses to outside facilities for repair and parts pick-up and delivery
    - Interior and exterior fleet vehicle cleaning
  - Assist with route planning by performing dry runs for new, or edited routes to ensure feasibility.
  - Assist with customer service responsibilities during peak times (school start-up, after holidays, etc.).
  - Assist with logistical aspects of district professional development days.
  - Assist with make-ready after school breaks (Summer, Thanksgiving, Christmas, etc.).
  - Assist with inclement weather road and facility checks by advising department leadership of conditions both during and outside of normal working hours.
  - Assist with bus camera repair, review, and communication as needed.
  - Assist with travel vehicle make-ready.
  - Serve as primary driver choice for mid-day field trips, shuttles, and other district events in addition to assigned routes while adhering to a 40 hour per week ceiling.
  - Operate and monitor two-way radio equipment to communicate with transportation office and other drivers.
  - Complete and maintain accurate, up-to-date, and timely records and reports including but not limited to those related to bus mileage, gas and oil consumption, and number of passengers transported.
  - Comply with policies established by federal and state law, including but not limited to State Board of Education and local Board policy.
  - Participate in on-site training.
  - Maintain valid commercial driver license with P and S endorsements with no greater than 9 points and TEA school bus driver certification.
  - Follow district safety protocols and emergency procedures.
  - Perform all other duties as assigned.

SUPERVISORY RESPONSIBILITIES

- None

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QUALIFICATION GUIDELINES

Education/Certification/Experience:

- High School diploma or GED. Must be at least 18 years of age and have a valid Texas Class B Commercial Driver's License (CDL) with Passenger & School Bus endorsements at time of hire. Driving record must meet State point requirements and district standard for driving district vehicles at time of hire.

Knowledge/Skills/Abilities:

- Knowledge in the operation and maintenance of commercial motor vehicles and all laws, regulations, and ordinances governing pupil transportation
- Knowledge of pupil transportation emergency procedures
- Skill in driving commercial motor vehicles
- Skill in performing minor maintenance and safety checks of commercial vehicles
- Skill in student management techniques, including special needs students
- Ability to pass U.S. Department of Transportation alcohol and drug tests and annual physical exam
- Ability to observe and follow all applicable federal, state, and local laws and regulations governing commercial transportation
- Ability to complete and maintain required bus driver safety training
- Ability to follow written and verbal instructions in English
- Ability to use maps and Global Positioning Systems (GPS) to follow routes and locate addresses
- Ability to effectively manage student behavior; and operate bus/district vehicle
- Ability to communicate effectively with others
- Ability to instruct others during an emergency
- Ability to operate a school bus

Mental/Physical/Environmental Demands:

- 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
- Prolonged sitting; frequent standing and twisting; occasional kneeling/squatting, bending, stooping, and pushing/pulling
- Prolonged driving; moderate walking; frequent climbing stairs, grasping/squeezing. Wrist and shoulder flexion/extension, and reaching
- Occasionally lift, carry, and push up to 180 lbs. in emergency situations to drag or lift injured students to evacuate bus
- Frequent heavy lifting (45 pounds or over) while positioning of students with physical disabilities, assisting non-ambulatory students, and lifting and moving adaptive equipment
- Occasional exposure to abusive or uncooperative students
- Frequent exposure to extreme hot and cold temperatures, loud noise, and vehicle fumes; work around moving vehicles
- Regularly work irregular hours, and occasionally work prolonged hours
- Maintain emotional control under stress

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