Bus Driver - Non-CDL

Rev. Feb 2025

Reports to: Director of Transportation

Dept./Campus: Transportation

Status: Non-Exempt

Paygrade: 503

Term: 180 Days

PRIMARY PURPOSE:

Operate school district vehicle and related equipment 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 district vehicle daily following assigned route and adhering to established schedules.
  - Drive district vehicle 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-trip and post-trip inspections according to department specifications to ensure a district vehicle can be operated safely and notify supervisor of needed repairs. Keep assigned district vehicle 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 district vehicle safe entering, exiting, and passenger rules and regulations. Supervise students while they board and leave the bus/district vehicle and cross the street.
  - Maintain discipline and use effective behavior management control over groups of students. Report student discipline problems to appropriate administrator and communicate with teachers and parents regarding student's behavior when warranted.
  - Perform emergency evacuation of students on bus/district vehicle when the situation(s) warrant.
- **Safety**
  - Knowledge of pupil transportation emergency procedures.
  - Observe all traffic laws and safety regulations for district vehicles.
  - 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.

The above statements are not an exhaustive list of responsibilities, duties, and skills that may be required.
All GISD employees are expected to maintain an extreme degree of confidentiality by following the
Family Educational Rights and Privacy Act (FERPA) for student information
and the *Health Insurance Portability and Accountability Act of 1996 (HIPAA)* for employee and student information.

- **Other**
  - 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.
  - Maintain valid Texas driver license with no greater than 9 points and TEA school bus certification.
  - Perform all other duties as assigned.

SUPERVISORY RESPONSIBILITIES

- None

QUALIFICATION GUIDELINES

Education/Certification/Experience:

- High School diploma or GED. Must be at least 18 years of age and possess a minimum Class C driver's license at time of hire. Driving record must meet State point requirements and district standard for driving district vehicles.

Knowledge/Skills/Abilities:

- Knowledge of 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 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/vehicle
- Frequent heavy lifting (45 pounds or over) while the positioning of students with physical disabilities, controlling behavior through physical restraint, 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