Bus Driver - Trainee

Rev. Feb 2025

Reports to: Director of Transportation

Dept./Campus: Transportation

Status: Non-Exempt

Paygrade: 503

Term: 180 Days

PRIMARY PURPOSE:

Work closely with assigned Trainer and other members of the Transportation Department to successfully meet all regulatory requirements to obtain a Class B Commercial Driver's License with Passenger & School Bus endorsement as defined by the Texas Department of Transportation. The Trainee will meet all GISD training guidelines and training schedules accordingly.

MAJOR RESPONSIBILITIES AND DUTIES

- **Training**
  - Follow assigned training schedule.
  - Follow and successfully execute all responsibilities associated with training tasks and assignments.
  - Meet and exceed establish timeframe for training completion.
  - Obtain written behind-the-wheel certification in accordance with established guidelines and criteria.
  - Comply with discipline policies set forth by the district.
  - Participate in on-site training.
  - Show proficiency in handling and maneuvering a school bus.
  - Demonstrate regular and prompt attendance.
- **Student Management**
  - Supervise students while transporting them.
- **Safety**
  - Observe all traffic laws and safety regulations for school buses/district vehicles.
  - Ensure proper condition of emergency equipment, such as 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.
  - Install snow chains during inclement weather.
  - Maintain a current safety certification.
  - Follow district safety protocols and emergency procedures.
- **Other**
  - Operate and monitor two-way radio equipment to communicate with transportation office and other drivers.
  - Perform all other duties as assigned.

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.

Bus Driver - Trainee

Rev. Feb 2025

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 vehicles.

Knowledge/Skills/Abilities:

- Knowledge of student discipline procedures
- Ability to pass U.S. Department of Transportation alcohol and drug tests and annual physical exam
- Ability to complete required bus driver training successfully in designated time frame (120 days from start date)
- Ability to complete and maintain required bus driver safety training
- Ability to operate Class B motor vehicle
- 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 communicate effectively
- Ability to understand, remember and apply oral/or written instructions of other information
- Ability to effectively manage student behavior; and operate 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
- Occasional exposure to abusive or uncooperative students
- Frequent exposure to extreme hot and cold temperatures, noise, and vehicle fumes; work around moving vehicles; regularly work irregular hours, and occasionally work prolonged hours
- Occasional exposure to abusive or uncooperative students
- Maintain emotional control under stress