AUSTIN ISD
JOB DESCRIPTION

JOB TITLE:	**PART TIME BUS DRIVER**			FLSA STATUS:	**NON-EXEMPT**
PAY GRADE:	**P/T BD**	DUTY DAYS:		DATE REVISED:	**02/14/2025 HC**
FUNDING SOURCE:	**THIS POSITION IS LOCALLY FUNDED.**				

MINIMUM QUALIFICATIONS:

The ability to read and understand instructions for driving, maintenance, safety, District policies and procedures is required. Education requirements are not specified. *A* valid Texas driver's license class C is required. No experience necessary. The District will provide paid training to obtain the required Commercial Driver's License and State Certification.

Incumbent must be certified as per the following within 90 days of hire:
Commercial Driver's License (CDL-B), Texas School Bus Driver Training course (all kept renewed and current), Austin ISD Training Program for School Bus Drivers, Bus Driver Annual Physical Examination, and Texas Department of Public Safety Motor Vehicle Records Check. Employees in this position are subject to random drug a*nd alcohol* testing. Incumbent must have an acceptable driving record as determined by Austin ISD.

SKILL REQUIREMENTS:

This position requires knowledge of motor vehicle laws, District Board policies and Austin ISD Transportation Department procedures. Ability to use maps and Global Positioning Systems (GPS) to follow routes and locate addresses. Incumbent must be able to read and write. Incumbent must have effective work habits and be able to communicate verbally and in writing with staff, school officials, students, parents, and the general public to encourage cooperation and respect.

JOB PURPOSE AND RESPONSIBILITY:

Operate a school bus and related equipment to provide safe and orderly transportation for students and other authorized persons on assigned routes to and from other designated locations. The incumbent performs as a regular or substitute school bus driver. This role will be responsible for developing and implementing innovative and sustainable transportation strategies that conserve costs, reduce climate impact and carbon intensity, and help AISD be responsible stewards of our environment.

ESSENTIAL FUNCTIONS:

- Operate the vehicle in a safe and efficient manner. Observe all traffic laws and safety regulations for school buses.
- Anticipate problems such as traffic, weather, road conditions, and schedule changes and make necessary adjustments to ensure student safety and reduce delays.
- Perform pre and post-trip inspections according to specifications to ensure bus can be operated safely and notify the supervisor of needed repairs. Keep the assigned bus clean and maintain appropriate levels of fuel. Report all mechanical issues.
- Report all accidents, vehicle damage, student injuries, and mechanical problems and complete required corresponding reports.
- Instruct students on bus riding rules and regulations. Instruct students on safely entering, exiting, and passenger rules and regulations. Supervise students while they board and exit the bus and cross the street.

- Open and close bus doors and be able to perform an emergency evacuation, which requires walking to the back of the bus and exiting through emergency doors. Perform emergency evacuations of students on the bus when the situations warrants.

- Maintain discipline and use effective behavior management control over groups of students. Report student discipline problems to the appropriate administrator/supervisor and communicate with their teachers and parents/families regarding the student's behavior when warranted.

- Follow District safety protocols and emergency procedures. Inspect and perform the basic checkout of buses and equipment for safety and efficiency. Ensure emergency equipment is in proper working condition (first aid kit, fire extinguisher, flags, fuses, crowbar, and reflectors).

- Correct unsafe conditions in the work area and promptly report conditions that are not immediately correctable to the supervisor. Report any hazardous conditions along scheduled route.

- Identify by name the students riding the bus.

- Drive all routes exactly as designated in writing and request necessary changes, if needed

- Provide the staff with reports as requested.

- Complete written reports and discuss with the supervisor all accidents, vehicle damage, and student injury situations.

- Regularly request all vehicle maintenance and repair.

- Attend in-service training programs and the annual driver's workshop.

- Maintain a good attendance record.

- Provide assistance to exceptional children (e.g., operate wheelchair lift, secure wheelchairs).

- Perform a pre and post-trip inspection of the bus including looking for students possibly left behind at the end of each trip.

- Follow established safety procedures and techniques to perform job duties, including lifting, and climbing. Operate buses and equipment according to established safety procedures.

- Promote and practice intentional sustainability measures in the daily job responsibilities including but not limited to energy and water conservation, waste reduction, recycling, and composting in an effort to be a responsible steward of our environment and conserve District costs.

- Provide an exceptional customer experience for all AISD stakeholders with intentional and professional practices that promote a culture of respect.

OTHER DUTIES AS ASSIGNED:

Perform other related duties as assigned; however, all employees are expected to comply with lawful directives in rare situations driven by need where a team effort is required.

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PHYSICAL EFFORT AND WORK ENVIRONMENT:

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. This position may involve rare exposure to blood or body fluids. Regular attendance for this position is required.

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 and onto bumpers, grasping/squeezing, wrist, and shoulder flexion/extension, and reaching

Lifting: Limited light lifting and carrying (less than 15 pounds) on a daily basis

Environment: 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

Mental Demands: Maintain emotional control under stress.

PERSONAL WORK RELATIONSHIPS:

This position reports directly to the Supervisor of School Bus Operations and has no direct supervision over other employees. Incumbent will provide guidance to Austin ISD Transportation Department, school principals and staff, parents and students, and the general public.

The Austin Independent School District provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

I have read & acknowledge the job description above.

Employee Signature:		**Date:**	