

JOB TITLE: Class C Auxiliary Driver

PAY GRADE: X4

REPORTS TO: Asst. Director - Operations

DAYS: 186

DEPT. / SCHOOL: Transportation

DATE REVISED: 01/14/2019

WAGE / HOUR STATUS: Non-Exempt

PRIMARY PURPOSE:

A Class C Auxiliary driver is responsible for safely driving students to and from school on a schedule assigned by the Director of Transportation or designee. This position also serves as a standby bus monitor when not driving students. A standby bus monitor shares responsibility with the bus driver for the care and safety of students being transported by bus to and from school.

QUALIFICATIONS:

Education/Certification:

- Class C driver's license plus 2 years' experience driving an automobile
- Successful completion of behind-the-wheel training
- Must pass randomly administered non-DOT drug and alcohol tests (a refusal for drug and or alcohol test will be considered an automatic positive)
- Must pass an annual DOT physical examination by an approved health professional

Special Knowledge/Skills:

- Ability to operate all types of automobiles in the BISD Fleet in a safe and effective manner
- Ability to follow written and verbal instructions in English
- Ability to manage students in a safe and appropriate transportation environment
- Ability to communicate effectively orally and in written form
- Must like and have a genuine concern for the safety of children and young adults
- Must safely fit behind the steering wheel of all BISD vehicles without obstructing the movement of the steering wheel
- Must maintain student records, behavior, and passenger confidentiality to comply with the Family Educational Rights and Privacy Act of 1974 (FERPA)

Experience:

- Must be at least 21 years of age
- Acceptable motor vehicle record
- Demonstrates ability to adjust to different assignments daily
- Demonstrates ability to adjust to different student population daily
- Demonstrates the ability to work with campuses

PERFORMANCE RESPONSIBILITIES:

Class C Auxiliary Driver duties:

1. Check in with dispatcher before each run for messages. When Operations receives information that a student is or is not going to school, they will make note of message and record same on check-in sheet or notify driver by radio. In the event the driver receives similar information; whether from school, parent or radio, etc., it is the responsibility of the driver to advise Operations.

2. Transport students to and from school in a white fleet vehicle requiring a Class C license, while observing all traffic laws and safety regulations and adhering to established schedules.
3. Maintain records necessary for local and state reporting.
4. Responsible for preventive care of assigned automobiles, including keeping vehicle clean and fueled.
5. Maintain current route maps and folders. It is the driver's responsibility to maintain current folder schedule time and have all changes approved by the supervisor.
6. Maintain up-to-date seating charts for all runs and submit updated copies to Operations.
7. Complete pre-trip and post-trip inspections before and after each run and submit work orders for needed repairs. Properly operate communication equipment.
8. Responsible for the safe transportation of students to and from school.
9. Assist students in loading and unloading.
10. Maintain accurate time checks and student counts as required.
11. Identify by name all of the students who ride the bus.
12. Demonstrate bus evacuation to students on bus as needed.
13. Report all accidents, vehicle damage, and student injuries, and complete required reports as needed.
14. Be aware of all student's disabilities and special needs, if needed. Any medical problems experienced by the students while being transported, must be reported to the campus nurse and your Supervisor. Followed up with a written report.
15. Ability to evacuate the bus from any emergency exit safely and in a timely manner.

Other duties:

16. Maintain appropriate student management environment, documenting and reporting inappropriate and unacceptable behavior to appropriate administrators using the District's Discipline Referral process.
17. Recognize and report evidence of abuse and neglect.
18. Communicate with schools, the public, and students in such a manner as to encourage their cooperation and respect.
19. May be required to use First Aide/Bio-Kit and may be exposed to bodily fluids and other contagions.
20. Physically access and operate all emergency equipment as needed, including emergency exits; front, rear, and side emergency doors; roof hatches; and emergency windows. In case of emergency, immediately assists passengers regardless of location in the vehicle.
21. Regular attendance.
22. Other duties as assigned by the supervisor.

EQUIPMENT USED:

District vehicle, safety equipment (flares, reflective signs) fire extinguisher, wheelchair lifts, fire blanket, radio, etc.

WORKING CONDITIONS:

Mental Demands/Physical Demands/Environment Factors:

Possess mental maturity and emotional stability to operate vehicle safely with distractions from sometimes loud and boisterous students.

Maintain emotional control under stress. Occasional district travel; occasional prolonged and irregular hours. Walking - move about on foot. Carrying - transporting an object by hand.

Crouching - bending the body downward and forward by bending the knees and spine. Climbing - ascending and descending the stairs. Lifting - able to lift 25 - 40 lbs. Kneeling - bending legs at the knees to come to rest on the knees. Pulling - able to exert force upon an object so the object moves toward the force (including jerking). Pushing - exerting force upon an object so the object moves away from the force. Reaching - ability to extend hands and arms in any direction. Bending - ability to move at the waist downward and upward with reasonable mobility. Required to use a Bio-Kit and may be exposed to bodily fluids and other contagions. Exposure to extreme weather conditions and fluctuations in temperature.

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

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