

Carroll Independent School District Job Description

JOB TITLE: **Bus Driver** Pay Grade: BD
Supervisor: Director of Transportation Employment Days: 179
Department: Transportation Wage/Hour Status: Non-exempt

MISSION:

Building on a Dragon tradition of excellence, the Carroll Independent School District will foster a safe, caring, and creative learning environment that inspires students to realize their full potential as they positively impact the world around them.

JOB SUMMARY:

This position will be committed to the safe operation of a school bus to transport students and other authorized personnel to and from schools or other designated locations.

QUALIFICATIONS:

- Effective interpersonal skills
- Excellent oral and written communication skills
- High school diploma or equivalent
- Valid Texas commercial driver's license (Class B-CDL) or willing to obtain
- Ability to pass alcohol and drug test
- Ability to operate a school bus
- Ability to complete and maintain all required bus driver safety training
- Ability to follow written and verbal instructions
- Knowledge of district student discipline procedures
- Ability to manage student behavior

MAJOR RESPONSIBILITIES:

- Ensure safe and orderly transportation of students on assigned routes and extracurricular activities.
- Follow assigned routes and adhere to established schedules.
- Observe all traffic laws and safety regulations for school buses.
- Report any hazardous conditions on the route to the transportation office.
- Inspect the bus for mechanical defects before and after each operation. Driver must write up any needed repairs and submit the form to the "repairs needed box."
- Report accidents, vehicle damage, student injuries and mechanical failures to the transportation office immediately.
- Driver must log correct number of passengers transported on every trip.
- Keep assigned bus clean (inside and outside).
- Ensure proper condition of emergency equipment (first aid kit, fire extinguisher, flags, etc.).
- Supervise students during the loading/unloading process and while crossing the street.
- Communicate and report any student behavior concerns to the transportation office unless an emergency situation requires immediate reporting to the appropriate campus.

- Maintain proper levels of student management on the bus.
- Attend and successfully complete all required training programs.
- Keep abreast of innovative practices.
- Be adaptable and flexible in acceptance of changes in techniques and procedures.
- Maintain a professional level of confidentiality regarding all district matters.
- Support the goals and objectives of the district and follow district policies.
- Perform other duties as assigned.

MENTAL DEMANDS/PHYSICAL DEMANDS/ENVIRONMENTAL FACTORS:

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, 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

THE REFERENCED STATEMENTS DESCRIBE THE GENERAL CHARACTERISTICS, QUALIFICATIONS AND PERFORMANCE RESPONSIBILITIES OF THIS POSITION. ADDITIONAL REQUIREMENTS MAY BE STIPULATED DURING THE TERM OF ASSIGNMENT.

I HAVE READ, UNDERSTAND AND AGREE TO UPHOLD THE TERMS OF THIS JOB DESCRIPTION:

DRIVER: _____ DATE: _____

APPROVED BY: _____ DATE: _____
(Director of Transportation)

REVIEWED BY: _____ DATE: _____
(Executive Director of Personnel Services)

APPROVED BY: _____ DATE: _____
(Assistant Superintendent for Administrative Services)

Date Created: 7/2002	Date Revised: 5/2021
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