

# **FORT SAM HOUSTON INDEPENDENT SCHOOL DISTRICT JOB DESCRIPTION**

**Job Title:** Special Ed Bus Driver  
**Exemption Status/Test:** Nonexempt  
**Reports to:** Transportation Supervisor  
**Dept./School:** Transportation

**Date Revised:**

## **Primary Purpose:**

Ensure safe and orderly transportation of students with disabilities on assigned route. Operate school bus that transports students with disabilities and other authorized personnel to and from schools or other designated location.

## **Education/Certification:**

Valid Texas commercial driver's license (Class B) with S and P endorsements

## **Special Knowledge/Skills:**

Must be 18 years of age  
Ability to pass Department of Transportation (DOT) physical  
Ability to pass alcohol and drug test  
Ability to complete required bus driver safety training  
Ability to follow written and verbal instructions  
Ability to communicate effectively  
Knowledge of student discipline procedure  
Ability to manage student behavior  
Ability to operate bus

## **Experience:**

None required.

## **Major Responsibilities and Duties:**

### **Vehicle Operation**

1. Follow assigned route and adhere to established schedules.
2. Drive bus to and from extracurricular activities.
3. Check bus for mechanical defects before and after each operation and notify supervisor of needed repairs.
4. Report all accidents, vehicle damage, student injuries, and mechanical failures. Complete required reports.

5. Keep records on bus mileage, gas and oil consumption, and number of passengers transported.
6. Keep assigned bus clean and fueled.

### **Student Management**

7. Help students with disabilities getting on and off bus according to their individual needs.
8. Learn and adapt to each student's special medical, physical, communicative, and emotional needs.
9. Supervise students as they board and leave bus and cross street.
10. Communicate with supervisor, principals, teachers and parents as needed on a daily basis regarding student behavior while on bus.
11. Maintain discipline and report student discipline problems to appropriate administrator.
12. Instruct students on safe riding rules and regulations.

### **Safety**

13. Observe all traffic laws and safety regulations for school buses.
14. Inspect bus by checking fuel, oil, water, tires, lights, brakes, and steering to ensure bus can be operated safely before driving.
15. Ensure proper condition of emergency equipment, such as first aid kit, fire extinguisher, flags, fuses, and reflector.
16. Correct unsafe conditions in work area that could cause an accident and inform supervisor of any conditions that are not correctable immediately.
17. Report any hazardous conditions along the route.
18. Report any suspicious activity noted along the route.

### **Other**

19. Operate two-way radio equipment to communicate with transportation office.
20. Work irregular hours as needed.

21. Attend and complete required training program to maintain safety certification and other training sessions as required by supervisor.
22. Maintain confidentiality.
23. Follow established safety procedures and techniques to perform job duties, including lifting, climbing, etc.
24. Promote teamwork and interaction with fellow staff members.
25. Perform other duties as assigned.

**Supervisory Responsibilities:**

None.

**Equipment Used:**

School bus, safety equipment (flares, reflective signs), fire extinguisher

**Mental Demands/Physical Demands/Environmental Factors:**

- Maintain emotional control
- Continual sitting, reaching, and repetitive hand and arm motions
- Must be able to lift 25 pounds; up to 50 pounds with assistance
- Work outside and inside; moderate exposure to extreme temperature (hot) and vehicle fumes.

\*\*\*\*\*

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
Department Supervisor

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_  
Employee

Logged by: \_\_\_\_\_ Date: \_\_\_\_\_  
Central Office Representative