



JOB DESCRIPTION

Job Title:	Bus Driver	Wage/Hour Status:	Nonexempt
Reports to:	Director of Transportation	Terms:	180 Days
Pay Grade:	BD Pay Grade	Salary:	\$18.30-\$21.53 hourly
Dept./School:	Transportation	Date Revised:	May 9, 2025

Primary Purpose:

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

Qualifications:

Education/Certification/License:

High School Diploma or GED equivalent
Valid Texas commercial driver's license (Class B)

Special Knowledge/Skills:

Must be 18 years of age
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

Duties/Responsibilities:

Vehicle Operation

1. Follow assigned route and adhere to established schedules
2. Drive the 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 of bus mileage, gas and oil consumption, and number of passengers transported.
6. Keep assigned bus clean and fueled.
7. Perform all other duties as assigned by the supervisor or director.

Student Management

8. Supervise students while they board and leave the bus and cross the street
9. Communicate with teachers and parents daily regarding student behavior while on bus.
10. Maintain discipline, report student discipline problems to appropriate administrator.
11. Instruct students on safe riding rules and regulations.

Safety

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

Other

17. Operate two-way radio equipment to communicate with transportation office.
18. Work irregular hours as needed.
19. Attend and complete required training program to maintain safety certification.

Supervisory Responsibilities:

None

Equipment Used:

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

Working Conditions:

Must pass physical examination and DOT examination

Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control under stress. Continual sitting, reaching and repetitive hand and arm motions. Work outside and inside; moderate exposure to extreme temperature (hot) and vehicle fumes.

The Galveston ISD does not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, age, disability, military status, or on any other basis prohibited by law.

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

Employee's Signature _____ Date _____

Supervisor's Signature _____ Date _____