

## **Killeen Independent School District Job Description**

**Job Title:** Bus Driver Trainee  
**Reports To:** Transportation Training and Safety Supervisor  
**FLSA Status:** Nonexempt

### **SUMMARY:**

This 6–8-week program is designed to educate and train candidates to earn a Commercial Driver's License **PERMIT (CLP)** with a school bus and passenger endorsement and **UPGRADE** the **CLP** to a Commercial Driver's License (**CDL w/P&S**). The training comprises classroom lectures, field training coursework, skills and a road test. Upon completing the Federal CDL Permit and classroom testing, field training, and passing the road test, a candidate for the CDL training program will be issued a CDL class B with a School Bus and Passenger endorsement by the State of Texas.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

Attend and actively participate in classroom lectures covering:

- State and federal regulations related to commercial driving and passenger transport.
- Safe driving practices, including defensive driving techniques.
- Vehicle operation procedures specific to school buses and passenger vehicles.

Engage in field training coursework, including but not limited to:

- Hands-on experience with school buses and passenger vehicles.
- Practicing vehicle inspection procedures according to state and federal guidelines.
- Learning vehicle maneuvering and parking techniques.

Demonstrate proficiency in skills tests:

- Successfully complete practical assessments related to vehicle operation and safety.
- Master the handling of school buses and passenger vehicles in various driving conditions.

Prepare thoroughly for the Federal CDL Permit testing:

- Study relevant materials to pass written exams for the CDL permit.
- Achieve a passing score on all required written tests, including general knowledge and endorsements by the end of week 2 of the program.

Perform effectively during the road test:

- Apply classroom and field training knowledge to drive a school bus and passenger vehicle safely on public roads.
- Demonstrate adherence to traffic laws and proper vehicle operation techniques.

Comply with program requirements and regulations:

- Maintain punctuality and attendance throughout the training program.
- Follow instructions from instructors and supervisors regarding training schedules and procedures.

Uphold safety standards and protocols:

- Prioritize the safety of passengers, pedestrians, and fellow motorists during all training activities.
- Utilize defensive driving strategies and emergency procedures as instructed.

Communicate effectively with trainers and peers:

- Seek clarification on training materials and procedures when needed.
- Collaborate with instructors and fellow trainees to enhance learning and skills development.

Maintain documentation and records:

- Keep accurate records of training progress, exam scores, and certifications obtained.
- Submit required paperwork promptly and accurately to administrative staff.

Demonstrate commitment to continuous improvement:

- Actively seek feedback from trainers and incorporate suggestions for improvement.

- Take initiative in further developing driving skills beyond minimum requirements
- Failure to demonstrate adequate progress and successfully complete the program within the designated timeframe will result in immediate dismissal from the CDL program and termination of employment with the Killeen Independent School District

Perform such other tasks as may be assigned by the Transportation Operations Specialist, Training and Safety Supervisor, Bus Driver Trainers, or the Executive Director of Transportation Services.

**SUPERVISORY RESPONSIBILITIES:**

None

**QUALIFICATIONS:**

To perform this job successfully applicants must be at least 21 years or older, as required by the district. The candidate must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. There may be alternatives to the qualifications as the Board of Trustees may find appropriate.

**EDUCATION and/or EXPERIENCE:**

High school diploma or hold a general education degree (GED) certificate *preferred*, with the ability to obtain a Commercial Driver's License (Class A or B) within 6 to 8 weeks.

**LANGUAGE SKILLS:**

Ability to perform basic math, including calculations using fractions, percent, and/or ratios; understand written procedures, write routine documents, and speak clearly; and analyze situations to define issues and draw conclusions. Ability to effectively present information and respond to questions from groups of administrators, staff, parents, students, and the general public. Knowledge of interpersonal skills using tact, patience and courtesy.

**MATHEMATICAL SKILLS:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

**REASONING ABILITY:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Must possess excellent interpersonal skills, organization, professional judgment, oral and written communication.

**OTHER QUALIFICATIONS:**

Ability to obtain a valid Texas Commercial Driver's License (Class A or B) with passenger, school bus and air brake endorsements and a minimum of 5 years of verifiable driving history with no more than 2 moving violations and 1 preventable accident in the past 3 years. Current state school bus driver certification certificate issued by the Texas Department of Public Safety.

**PHYSICAL DEMANDS:**

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; a demonstration of the ability to perform these physical activities may be required.

Ability to operate a motor vehicle and operate wheelchair lifts, ramps, and securement locks. Continual sitting, reaching, and repetitive hand and arm motions. While performing the duties of this job, the employee is required to talk and hear; stand; use hands to finger, handle, or feel; and reach with hands and arms. Frequent walking, stooping, bending, kneeling, crouching, crawling, pushing and pulling. Moderate lifting and/or carrying up to 50 pounds or more. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus during the hours of daylight and darkness.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee is frequently exposed to outside weather conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; and vibration. Occasional driving during the hours of darkness. The noise level in the work environment is usually moderate to loud.

**Date Revised: August 19, 2024**

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