



## BUS OPERATOR ALTERNATE

Rev. June 2022

**Job No.: B506**

**Reports to:** Transportation Team Lead

**Dept./Campus:** Transportation

**FLSA Status:** Non-exempt

**Pay Grade:** Z5

**Term:** 180 Days

### PRIMARY PURPOSE:

To provide safe and efficient transportation of students to/from school and extra-curricular events, in compliance with District, State and Federal regulations.

### MAJOR RESPONSIBILITIES AND DUTIES

- Drive a school bus safely and professionally.
- May drive bus to and from extracurricular activities.
- Follow assigned route and adhere to established schedules.
- Check bus for mechanical defects before and after each operation and notify supervisor of needed repairs.
- Report all accidents, vehicle damage, student injuries, mechanical failure, and complete required reports.
- Keep records on bus mileage, and number of passengers transported.
- Keep assigned bus clean and fueled.
- Help students with disabilities get on and off bus according to their individual needs.
- Learn and adapt to each student's special medical, physical, communicative, and emotional needs.
- Supervise students as they board and leave bus and cross street.
- Communicate with teachers and parents on a daily basis regarding student bus behavior.
- Maintain discipline and report student discipline problems to appropriate administrator.
- Instruct students on safe riding rules and regulations.
- Inspect bus by checking fuel, tires, lights, brakes, and steering to ensure bus can be operated safely before driving.
- Observe all traffic laws and safety regulations for school buses.
- Ensure proper condition of emergency equipment, such as first aid kit, fire extinguisher, flags, fuses, crowbar, and reflectors.
- Report any hazardous conditions along scheduled routes.
- Operate two-way radio equipment to communicate with transportation office.
- In emergency situations, applicant must be able to move or lift injured students (180 pounds) to evacuate bus.
- Supervise students while transporting them.
- Provide guidance to on board monitor (bus aide) when they are present.
- Work irregular hours as needed.
- Attend and complete required training program to maintain certification status.
- Demonstrates regular and prompt attendance.
- Perform other duties as assigned.

### SUPERVISORY RESPONSIBILITIES

- None.

**GENERAL QUALIFICATION GUIDELINES**

**Education/Certification/Experience:**

- Graduation from an accredited high school or GED.
- Valid Texas Class "B" Commercial Driver's License with Passenger & School Bus endorsements.
- Driving record must meet State point requirements and district standard for driving district vehicles.
- Must pass physical, including drug test.
- Experience as a school bus driver.
- Must be 21 years of age.

**Knowledge/Skills/Abilities:**

- Knowledge of student discipline procedure.
- Ability to follow written and verbal instructions; communicate effectively; and manage student behavior.

**Mental/Physical/Environmental Demands:**

*The essential functions, pursuant to the Americans with Disabilities Act, may include the characteristic duties, responsibilities, knowledge, skills, and abilities noted herein; however, this is not a comprehensive listing of all functions and tasks performed by positions found in this job description.*

- Ability to understand, remember and apply oral and/or written instructions of other information.
- May be required to physically assist students into bus.
- Ability to regularly pick up 40 pounds.
- Able to clean windshields, adjust mirrors, and open/close windows.
- Able to move or lift injured students (up to 180 pounds) to evacuate bus.
- Ability to carry or drag a 125-pound person 30 feet in 30 seconds in the case of an emergency.
- Work in hot, dry, and dusty conditions as well as possibly cold, wet, and damp areas.
- Work near or with moving mechanical equipment.
- Occasionally work with toxic or caustic chemicals such as petroleum products, degreasers, and sprays and non-household dust.
- Will be exposed to intermittent sounds of a loud nature.
- May drive vehicle in inclement weather.
- May drive in heavy traffic or on unfamiliar roads and in situations requiring precise maneuvering.
- Maintain composure and professionalism at all times.