

BUS OPERATOR

Rev. June 2022

Job No.: B401**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.
- Follow assigned route and adhere to established schedules.
- Perform and properly complete daily pre/post trip inspections.
- Comply with all traffic ordinances.
- Comply with discipline policies set forth by District.
- Participate in on-site training.
- Show proficiency in handling and maneuvering school bus.
- Ensure the safety of students entering, exiting, and riding the bus.
- Supervise students while transporting them.
- 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.
- 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.

All LISD employees are expected to maintain an extreme degree of confidentiality by following the *Family Educational Rights and Privacy Act (FERPA)* for student information and the *Health Insurance Portability and Accountability Act of 1996 (HIPAA)* for employee and student information.

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- 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.