



Para-Professional – Job Description

Job Title: Substitute Bus Driver **Pay Grade:** \$12.50 per hour
Reports To: Director of Transportation **FLSA Status:** Non-Exempt
Dept./School: Transportation **Minimum Duty Days:** NA

Primary Purpose:

To ensure safe and orderly transportation of students on assigned routes on an as needed basis. To transport students and other authorized personnel to and from schools or other designated locations on an as needed basis.

Minimum Requirements:

- Commercial Driver's License (CDL)
- Passenger (P) and School Bus (S) endorsements (Passenger and School Bus endorsements must be obtained within 90 calendar days of employment)
- Safe driving record verified by Texas Department of Public Safety (meets and maintains liability coverage eligibility)

OR

- High school diploma or GED equivalent (recognized by the Texas Education Agency or regional accrediting agency) or four years of school bus driving experience.
- Valid Texas Driver's License Class "C" driver's license*
Employee hired with "C" driver's license must obtain the class "B" CDL license with all required endorsements and pass medical examination per Department of Transportation (DOT) regulations within 90 calendar days of employment as a condition of continued employment
- Safe driving record verified by Texas Department of Public Safety (meets and maintains liability coverage eligibility)

AND

- Must be cleared under the FMCSA Clearinghouse Database.
- Must meet the FMCSA ELDT (Entry level Driver Training) regulation before testing for any CDL or Endorsements.
- Must be 18 years of age minimum, all recommended applicants must undergo a physical, drug and alcohol test prior to employment

Special Knowledge/Skills and Abilities:

- Ability to pass U.S. Department of Transportation alcohol and drug tests and annual physical exam.
- Ability to pass Region One Certifications 8 hour class or 20-hour class.
- Ability to pass Physicals for maintaining CDL.
- Ability to complete required bus driver safety training.
- Ability to follow written and verbal instructions.
- Ability to use maps and Global Positioning Systems (GPS) to follow routes and locate addresses

- Ability to manage student behavior.
- Ability to communicate effectively with others.
- Ability to operate bus.

Major Responsibilities and Duties:

Vehicle Operation:

1. Drive bus daily following assigned route and adhere to established schedules.
2. Drive bus to and from extracurricular activities.
3. Anticipate problems such as traffic, weather, road conditions, and schedule changes and make necessary adjustments to ensure student safety and reduce delays.
4. Perform pre- and post-trip inspections according to specifications to ensure bus can be operated safely and notify supervisor of needed repairs. (Check fuel, oil, water, tires, lights, brakes, and steering. Keep assigned bus clean (internal and external) and maintain appropriate level of fuel.
5. Report all accidents, vehicle damage, student injuries, and mechanical problems and complete required corresponding reports.

Student Management:

6. Instruct students on safe entering, exiting, and passenger rules and regulations. Supervise students while they board and leave the bus and cross the street.
7. Maintain discipline and use effective behavior management control over groups of students. Report student discipline problems to appropriate administrator and communicate with teachers and parents regarding student's behavior when warranted.
8. Perform emergency evacuation of students on bus when the situation warrants.

Safety:

9. Observe all traffic laws and safety regulations for school buses.
10. Attend in-service training classes and safety meetings as required by the department, local school board and State and Federal Government.
11. Properly uses the seating specialist in positioning and securing adaptive and assistive devices and occupants.
12. Supervise students while they board and leave the bus.
13. Communicate with teachers and parents on a daily basis regarding student behavior while on bus.
14. Maintain discipline; report student discipline problems to appropriate administrator.
15. Ensure proper condition of emergency equipment, such as first aid kit, fire extinguisher, flags, fuses, crow bar and reflector.
16. Correct unsafe conditions in work area and promptly report conditions that are not correctable immediately to supervisor.
17. Report any hazardous conditions along the route.
18. Maintain safety certification. Attend and complete required training program.

Other:

19. Operate two-way radio equipment or phone to communicate with transportation office.
20. Keep records on bus mileage, gas and oil consumption, and number of passengers transported.
21. Performs such other duties as may be assigned.
22. Must wear LISD issued uniform when reporting to duty and adhere to the dress code administrative regulation.

Supervisory Responsibilities:

Must supervise bus aide when assigned.

Tools/Equipment Used: Operate school bus; two-way radio; global positioning system (GPS); safety equipment including but not limited to flares, reflective signs, and fire extinguisher, wheelchair.

Posture: Prolonged sitting; frequent standing and twisting; occasional kneeling/squatting, bending, stooping, and pushing/pulling.

Motion: Prolonged driving; moderate walking; frequent climbing stairs, grasping/squeezing, wrist and shoulder flexion/extension, and reaching.

Lifting: Limited light lifting and carrying (less than 15 pounds) on a daily basis.

Environment: Frequent exposure to extreme hot and cold temperatures, noise, and vehicle fumes; work around moving vehicles; regularly work irregular hours, and occasionally work prolonged hours.

Mental Demands: Maintain emotional control under stress.

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.

I hereby acknowledge that I have received a copy of my job description and understand its content.

Employee Name (print)

Employee Signature

Date