



Job Description

Montgomery Independent School District

Job Title: Trip Support Driver	Exemption Status: Nonexempt
Reports to: Field Trip & Operations Supervisor	Date Revised: July 2025
Dept./School: Transportation	Salary: Transportation Hiring Schedule

Primary Purpose:

The Trip Support Driver provides safe and efficient transportation for students and staff on district-approved field trips, extracurricular events, and other special activities. This part-time position averages 15 hours per week and may occasionally assist with other transportation duties when available.

Qualifications:

Education/Certification:

- High School Diploma or GED (required)
- Clear and valid Texas Class B commercial driver's license with Passenger (P) and School Bus (S) endorsements (required)
- Satisfactory driving record and ability to meet all state and local transportation requirements
- Ability to obtain and maintain district-mandated clearances (required)

Special Knowledge/Skills:

- Must be 18 years of age
- Ability to pass U.S. Department of Transportation alcohol and drug tests and annual physical exam
- Ability to operate a school bus safely and follow all applicable traffic laws
- Ability to communicate effectively with students, staff, and the public
- Knowledge of student management practices on school buses
- Ability to use maps and Global Positioning Systems (GPS) to follow routes and locate addresses
- Strong interpersonal and customer service skills

Experience:

- Previous bus driving experience (required)

Major Responsibilities and Duties:

Trip & Activity Driving

1. Safely transport students and staff to and from school-sponsored field trips, extracurricular events, and other assigned activities.
2. Maintain assigned schedules and routes, adjusting as necessary to ensure timely arrival and departure for events.
3. Ensure all students are supervised and transported in accordance with district safety protocols.
4. Perform required pre-trip and post-trip inspections of the bus and report any mechanical issues immediately.
5. Keep assigned vehicle clean and fueled.

Additional Support Duties

- 6. Assist with other transportation needs only when available and willing.
- 7. Support Transportation Department staff by assisting with other duties as assigned when trips are not scheduled.
- 8. Follow all state, federal, and district regulations regarding student transportation.

Supervisory Responsibilities:

None

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

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

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) daily

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

Mental Demands: Maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Printed Name _____ ID # _____ Campus _____

Signature _____ Date _____