

JOB TITLE:	Bus Driver	STATUS:	Non-Exempt
REPORTS TO:	Director of Transportation	TERMS:	178 days
DEPARTMENT:	Transportation	PAY GRADE:	304

PRIMARY PURPOSE:

Provide safe, orderly, and efficient transportation of students to and from school and on extra-curricular trips.

QUALIFICATIONS:

Education:

High School Diploma or GED

Licenses and Certifications:

Valid Class B Texas Commercial Driver's License with passenger and school bus endorsements
Current Texas Department of Public Safety School Bus Driver Certification

Special Knowledge/Skills:

Must be 18 years of age

Must be able to follow verbal and written instructions

Must maintain an acceptable driving record for school bus drivers as defined by Texas
Department of Public Safety

Must be able to pass an annual physical and mental examination as required by Texas Department of Public
Safety

Must be able to pass a pre-employment and periodic drug and alcohol screening as required by federal law

Must be able to proficiently read, write, and communicate verbally in English

Experience:

Experience working with children preferred but not required

Experience as a school bus driver preferred but not required

MAJOR RESPONSIBILITIES AND DUTIES:

1. Report to work in accordance with assigned work schedule.
2. Maintain cooperative relationship with staff members, administrators, school, and community.
3. Adhere to Pearland ISD employee standards of conduct.
4. Perform and document a pre-trip and post-trip inspection on every vehicle driven according to approved Pearland ISD and National Highway Traffic Safety Administration guidelines and report all defects in writing to the shop immediately.
5. Exercise caution and safety while driving, following all traffic laws and safety guidelines for school buses.
6. Follow assigned route as written and communicate changes to appropriate office staff.
7. Ensure student safety while loading and unloading students.
8. Maintain student discipline to ensure the safety of students being transported, address student discipline issues using approved techniques, and communicate with school personnel regarding student behavior on the bus.

9. Report and complete all required documentation for vehicle collisions, vehicle damage, and student injuries.
10. Keep assigned bus cleaned and fueled.
11. Drive bus on extra-curricular trips as needed.
12. Maintain confidentiality in all matters concerning student transportation for Pearland ISD.
13. Attend safety meetings and other training as necessary.
14. Accurate and consistent use of Time Clock Plus (TCP) and AESOP.
15. Perform other duties as assigned by the director of transportation.

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) 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, duties, and skills that may be required.

I have read and understand the responsibilities and duties required for this position as outlined above. I understand the duties and can perform all essential job functions listed above.

Printed Name

Signature

Date