

TITLE: Cover Driver

STATUS: Non-Exempt

REPORTS TO: Transportation Coordinator

TERMS: 171 Days

DEPARTMENT: Transportation

PAY GRADE: AUX 7

Note: Cover drivers receive \$1.00 more per hour than regular drivers

PRIMARY FUNCTION

Operate school bus and related equipment to provide safe and orderly transportation of students and other authorized persons on assigned routes and to and from other designated locations. Cover drivers are assigned at the beginning of each shift what they will do and need to be flexible to meet the needs of the district and department with frequent changes.

All employees of Royse City ISD are expected to act with integrity, support organizational goals, demonstrate the ability to inspire, grow, and motivate others, utilize feedback, strive for results commit to championing the needs of our students and employees, and work toward continuous improvement.

QUALIFICATIONS

Education/Certification:

High School Diploma or GED

Clear and valid Texas commercial driver's license with Passenger (P) and School Bus (S) endorsements

Experience:

Experience as a certified school bus driver, a minimum of 5 years

EVALUATION

Performance will be evaluated annually in accordance with the provision of the Board's policy on the evaluation of personnel.

ESSENTIAL JOB FUNCTIONS:

1. Drive the bus daily following the assigned route and adhering to established schedules.

2. Cover additional routes as needed to ensure full transportation coverage.
3. Drive bus to and from extracurricular activities.
4. Anticipate problems such as traffic, weather, road conditions, and schedule changes and make necessary adjustments to ensure student safety and reduce delays.
5. Perform pre-and post-trip inspections according to specifications to ensure the bus can be operated safely and notify the supervisor of needed repairs. Keep the assigned bus clean and maintain an appropriate level of fuel.
6. Report all accidents, vehicle damage, student injuries, and mechanical problems and complete the required corresponding reports.
7. Instruct students on safe entering, exiting, and passenger rules and regulations. Supervise students while they board and leave the bus and cross the street.
8. Perform emergency evacuation of students on the bus when the situation warrants.
9. Maintain discipline and use effective behavior management control over groups of students. Report student discipline problems to the appropriate administrator and communicate with teachers and parents regarding student's behavior when warranted.
10. Observe all traffic laws and safety regulations for school buses.
11. Ensure proper condition of emergency equipment, such as first aid kit, fire extinguisher, flags, fuses, crowbar, and reflector.
12. Correct unsafe conditions in the work area and promptly report conditions that are not immediately correctable to the supervisor. Report any hazardous conditions along the scheduled route.
13. Maintain safety certification.
14. Follow district safety protocols and emergency procedures.
15. Operate and monitor two-way radio equipment to communicate with transportation offices and other drivers.
16. Complete and maintain accurate, up-to-date, and timely records and reports including but not limited to those related to bus mileage, gas and oil consumption, and the number of passengers transported

17. Participate in staff development activities to improve job-related skills.
18. Comply with state, district, and school regulations and policies for transportation
19. Attend and participate in department meetings and serve on staff committees as required.
20. Maintain confidentiality.
21. Reliable attendance and punctuality.
22. Comply with state, district, and school regulations and policies.
23. Comply with policies established by federal and state law, State Board of Education rule, and local board policy.
24. Help in the office as needed.
25. Other duties as assigned.

WORK ENVIRONMENT

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 above statements are intended to describe the major job functions of this position and are not intended to represent an exhaustive list of all responsibilities, duties, and skills required. The supervisor, Superintendent, or designee may assign additional duties when deemed appropriate. Special Funding: If my position is funded by grants, federal funding, or other special funding, I understand that my employment is expressly conditioned on the availability of full funding for the position. If full funding becomes unavailable my employment is subject to

termination or non-renewal, as applicable. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills, ability, and physical demands required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.