

SUNNYVALE ISD VACANCY ANNOUNCEMENT
An Equal Opportunity Employer*

Position Title: Bus Driver

Wage/Hour Status: Nonexempt

Reports to: Director of Transportation

Salary Range: District Salary Scale

Dept./School: Sunnyvale ISD Transportation

Date: September 2, 2025

Length of Work Year: 10 months

School Year: 2025-2026

Primary Purpose:

Operate school bus and related equipment to provide safe and orderly transportation of students and other authorized persons on assigned route and to and from other designated locations.

Qualifications:

Education/Certification:

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

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 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

Experience:

None

Major Responsibilities and Duties:

Vehicle Operation

1. Drive bus daily following assigned route and adhering 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. Keep assigned bus clean 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. Perform emergency evacuation of students on bus when the situations warrants.
8. 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.

Safety

9. Observe all traffic laws and safety regulations for school buses.
10. Ensure proper condition of emergency equipment, such as first aid kit, fire extinguisher, flags, fuses, crowbar, and reflector.

*Applicants for all positions are considered without regard to race, color, sex (including pregnancy, sexual orientation, or gender identity), national origin, religion, age, disability, genetic information, veteran or military status, or any other legally protected status. Additionally, the district does not discriminate against an applicant who acts to oppose such discrimination or participates in the investigation of a complaint related to a discriminating employment practice. In accordance with Title IX, the district does not discriminate on the basis of sex and is required not to discriminate on the basis of sex in its educational programs or activities. The requirement not to discriminate extends to employment. Inquiries about the application of Title IX may be referred to the district's Title IX coordinator, to the Assistant Secretary for Civil Rights of the Department of Education, or both. Inquiries about the application of Title IX to employment should be referred to Title IX Coordinator, Amy Tuttle, Executive Director of Student & Staff Services, 417 E. Tripp Rd., Sunnyvale, TX 75182, amy.tuttle@sunnyvaleisd.com, 972-226-5974.

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11. Correct unsafe conditions in work area and promptly report conditions that are not immediately correctable to supervisor. Report any hazardous conditions along scheduled route.
12. Install snow chains during inclement weather.
13. Maintain safety certification.
14. Follow district safety protocols and emergency procedures.

Other

15. Operate and monitor two-way radio equipment to communicate with transportation office 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 number of passengers transported.

Supervisory Responsibilities:

None

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

Application Procedures:

District Employees: Complete online application through Frontline Applitrack

(<https://www.applitrack.com/sunnyvaleisd/onlineapp/>) and Complete District Transfer form and submit to Human Resources

Outside Applicants: Complete online application through Frontline Applitrack

(<https://www.applitrack.com/sunnyvaleisd/onlineapp/>) and address questions to:

Mr. Todd Staley, Director of Transportation

Sunnyvale ISD

417 E. Tripp Road

Sunnyvale, TX 75182

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