San Benito Consolidated Independent School District

Human Resource Office
240 N. Crockett St. • San Benito, TX 78586 • Phone: (956) 361-6150 • Fax: (956) 361-6291

Job Title:	Bus Driver/Maintenance -CTE	**Exemption Status:**	Non-Exempt
Reports to:	Director of Transportation	**Pay Grade:**	BD
Works with:	Students/District Personnel	**Days:**	187
Dept. /School:	Transportation Department	**Date Revised**	02/17/2020

Primary Purpose:

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

Prerequisites:

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

Special Knowledge/Skills:

- 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 System (GPS) to follow routes and locate addresses
- Ability to manage student behavior
- Ability to communicate effectively with others
- Ability to operate power-driven equipment

Major Responsibilities and Duties:

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.
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 situations warrants.

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, crow bar, and reflector.

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. Operate and monitor two-way radio equipment to communicate with transportation office and other drivers.

15. 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.

16. CTE facilities maintenance

17. Other duties as assigned

18. Help keep vehicle, equipment, and tools in safe operating condition.

19. Inspect and adjust tools and equipment for safety and efficiency and perform preventive maintenance as needed.

20. Follow district safety protocols and emergency procedures.

21. Follow established safety procedures and techniques to perform job duties, including lifting and climbing. Operate equipment and use tools according to established safety procedures.

22. Operate tools and equipment according to prescribed safety procedures. Follow established safety procedures and techniques to perform job duties, including lifting and climbing.

23. Follow routine cleaning and maintenance procedures to maintain a high standard of safety, cleanliness, and efficiency of building operation and grounds.

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, Garden tools; small hand tools; power tools; heavy equipment including backhoe, tractor, grader; and power mower; light truck or van.

Posture: Frequent standing, kneeling/squatting, bending/stooping, pushing/pulling, and twisting; work in tiring and uncomfortable positions.

Motion: Frequent walking, climbing stairs/ladders/scaffolding, grasping/squeezing, wrist flexion/extension, and overhead reaching; frequent driving.

Lifting: Heavy lifting and carrying (45 pounds and over) on a daily basis.

Environment: Work outside, on slippery or uneven walking surfaces; frequent exposure to extreme hot and cold temperatures, dust, noise, vibration; exposure to chemical (herbicides and fertilizer) and electrical hazards; work around machinery and moving parts; may work alone; regularly work irregular hours; occasional prolonged hours; frequent districtwide travel.

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.

Employee Signature: _____ Date _____

Administrator Signature: Nate Carman, Ed.D. Date FEB 19 2020