SAN BENITO SCHOOLS

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:	Shop Tech/Bus Driver	**EXEMPTION STATUS:** NON-EXEMPT
Reports to:	Director of Transportation	**PAY GRADE:** 4
Works with:	Students/District Personnel	**DAYS:** 260
DEPT/SCHOOL:	Transportation Department	**DATE:** 06/17/2020

Primary Purpose:
Under the general supervision of the Director of Transportation, to ensure the safe transportation of students, staff, and others to and from school, provide general assistance around the shop including technical tasks.

Prerequisites:
1. High School Diploma or GED
2. Motor Vehicle Operator's (DMV) License
3. Current Commercial Driver's License (CDL), Class B with Passenger and School Bus Endorsement

Experience:
1. Prior Experience working as a shop technician and bus driver, preferably in school district and transporting children
2. Bilingual, both in oral and written, ability (English/Spanish) is preferred.

Major Responsibilities:
1. Loading and unloading students at designated locations.
2. Transports students, teachers and others on school field or activity trips.
3. Inspects assigned bus on a daily basis prior to transporting of passengers to ensure that bus is in good, clean and safe working order.
4. Cleans and refuels bus as needed.
5. Ensures that a communication device is in proper working order before each trip.
6. Reports all mechanical deficiencies, traffic violations, or accidents, promptly.
7. Arranges for and ensures completion of routine maintenance of bus (e.g., oil change); transporting the bus to and from maintenance and/or repair facilities.
8. Maintains order and discipline in an effective and courteous manner among students being transported in accordance with district policies and procedures; reports any incidents involving student discipline.
9. Observes and tracks route timing, such as total time en-route, time between stops, loading and unloading times or any other requested information for the purpose of establishing route efficiency, as requested.
10. Maintains and submits transportation reports as required.
11. Follows procedures to ensure that no child is left alone on bus without adult supervision at any time, and that all children have departed bus at the end of all bus routes (morning, evening and during field trips or other special trips).
12. Maintain work orders and computerized data up to date
13. Assist with the inventory in auto parts, supply room and tools
14. Perform preventative maintenance tasks
15. Support Shop cleanliness and safety

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Knowledge, Skills and Abilities:

16. Knowledge of all traffic laws, regulations, road signs and related information.
17. Manual dexterity sufficient to operate the bus, conduct pre-trip inspections, and clean the bus.
18. Visual and auditory acuity within professionally determined normal ranges, with correction if needed.
19. Effective verbal and written communication skills.
20. Effective organizational, problem solving, and time management skills.
21. Ability to learn and comprehend information from procedures manuals and other materials. Ability to comprehend and follow traffic signs required.
22. Ability to physically move through the bus, center and classrooms.
23. Ability to maintain composure and perform responsibilities under pressure and in cases of accidents or other emergencies.
24. Ability to establish and maintain cooperative working relationships with others contacted in the course of work.
25. Ability to assist the lead mechanic in automotive repairs
26. Ability to maintain purchasing records in file

Physical and Mental Demands, Work Hazards

- Works in standard school bus environment.

Additional Duties

- Performs other related tasks as assigned.
- Uses standard automotive, office and bus equipment

Travel Requirements

- Travels to and from school district buildings, to vehicle service stations, field trip locations and other destinations are required.

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 Cannan, Ed.D **Date** 6/17/2020