

**GREGORY-PORTLAND INDEPENDENT SCHOOL DISTRICT
JOB DESCRIPTION**

Job Title:	Non CDL Bus Driver	Wage/Hour Status:	Nonexempt
Reports to:	Director of Transportation	Auxiliary Pay Grade:	1 (179 Days)
Dept./School:	Transportation	Date Revised:	05/03/2021

Primary Purpose:

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

Qualifications:

Education/Certification:

Valid Texas Class C driver's license and 20 Hour Driver Certification Class (ESC)

Special Knowledge/Skills:

Must be 18 years of age

Ability to pass alcohol and drug test and annual physical exam

Ability to complete required vehicle 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 communicate effectively with others

Knowledge of student discipline procedure

Ability to manage student behavior

Ability to operate vehicle/activity bus

Experience:

None

Major Responsibilities and Duties:

Vehicle Operation

1. Drive vehicle daily following assigned route and adhering to established schedules.
2. Anticipate problems such as traffic, weather, road conditions, and schedule changes and make necessary adjustments to ensure student safety and reduce delays.
3. Perform pre- and post-trip inspections according to specifications to ensure vehicle/activity bus can be operated safely and notify supervisor of needed repairs.
4. Report all accidents, vehicle damage, student injuries, and mechanical problems and complete required corresponding reports.
5. Keep record of vehicle/activity bus mileage, gas and oil consumption, and number of passengers transported.

6. Keep assigned vehicle/activity bus clean and maintain appropriate level of fuel.

Student Management

7. Instruct students on safe entering, exiting, and passenger rules and regulations. Supervise students while in vehicle/activity bus.
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 students' behavior when warranted.
9. Perform emergency evacuation of students when the situations warrant.

Safety

10. Complete and maintain accurate, up-to-date, and timely records and reports including but not limited to those related to vehicle/activity bus mileage, gas and oil consumption, and number of passengers transported.
11. Observe all traffic laws and safety regulations for school vehicles.
12. Ensure proper condition of emergency equipment, such as first aid kit, fire extinguisher, flags, fuses, crow bar, and reflectors.
13. Correct unsafe conditions in work area and promptly inform supervisor of any conditions that are not immediately correctable.
14. Report any hazardous conditions along the route.
15. Install snow chains during inclement weather.
16. Maintain safety certifications.
17. Follow district safety protocols and emergency procedures.

Other

18. Operate and monitor two-way radio equipment to communicate with transportation office and other drivers.
19. Work irregular hours as needed.
20. Perform other duties as assigned.

Supervisory Responsibilities:

None.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Operate school 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 and duties that may be assigned or skills that may be required.