

**PLANO INDEPENDENT SCHOOL DISTRICT
Job Descriptions**

JOB TITLE:	Bus Driver	WAGE/HOUR STATUS:	Nonexempt
REPORTS TO:	Transportation Manager	PAY GRADE:	330
DEPT./SCHOOL:	Maintenance/ Transportation	DATE REVISED:	2/2/04

PRIMARY PURPOSE:

Operate pupil transportation vehicles.

QUALIFICATIONS:

Education/Certification:

- Ability to read, understand, and communicate in English
- Valid Texas CDL driver's license Class A or Class B with "P" Passenger Endorsement
- State of Texas bus driver's certificate
- Ability to satisfactorily complete a medical examination for school bus drivers
- Must pass mandated tests as required by the Department of Transportation

Special Knowledge/Skills:

- Capable of responding in emergency situations
- Flexible and open to changes
- Ability to maintain good relationship with Plano ISD staff (supervisors, fellow employees, principals) and public
- Willingness to execute written employment contract with Plano ISD

Experience:

- Must be 21 years of age

MAJOR RESPONSIBILITIES AND DUTIES:

- Drive buses for regular routes and field trips.
- Fuel bus daily. Add oil as needed.

JOB TITLE: Bus Driver

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Inspect bus, including under hood, for mechanical safety of bus before beginning route and maintain cleanliness of bus interior.

Maintain student discipline on bus and delegate to the school principal the responsibility for punishment of students.

Operate bus safely and maintain an awareness for the safety of students while they are on the bus and while they are boarding and unloading.

Attend required inservice.

Complete and submit all required paperwork.

Exhibit personal conduct and appearance that serve as an example to children.

Service the bus and report all mechanical difficulties in writing.

Scrape ice and snow off windows and mirrors as needed.

Ensure safety of passengers and self by following safe driving practices and obeying all traffic signs, laws, and regulations.

Attend state required certification courses.

Follow all rules, regulations, and policies of Plano ISD and follow directives from superiors.

Follow attendance policy as assigned by supervisor.

Perform other functions that may be assigned by the Administration and/or supervisor.

EQUIPMENT USED:

Uses fuel dispensing pumps, chair lift; operates school buses and Plano ISD trucks

WORKING CONDITIONS:

Physical Demands:

Physical dexterity and strength to safely operate bus including steering, operating pedals, shifting gears, and opening doors. Requires repetitive use of right arm in opening and closing of bus doors. Must be able to lift and carry a maximum of 50 pounds. Must be able to lift hood of bus, properly pre-trip bus under hood, climb up on fender or bumper, be able to bend and look under bus for problems, fuel bus, scrape ice/snow off windows and mirrors. Vision corrected and maintained at 20/40 (depth perception). Applicant's hearing is a minimum of 10/15 by whispered voice; hearing aide is permissible.

Does not use a controlled substance, an amphetamine, narcotic, or any other habit-forming drug, except if prescribed by a licensed medical practitioner who is familiar with the driver's medical history and assigned duties and who has advised the driver that the prescribed substance or drug will not adversely affect the driver's ability to safety operate a motor vehicle

Environment:

Must be able to work in inclement weather, outside and inside in heat or cold; excessive noise, intermittent; fumes, smoke or gases; grease and oils; work around machinery with moving parts; work around moving objects or vehicles

Any work related experience or additional education/training resulting in acceptable proficiency levels in the above required knowledge, skills, and abilities is an acceptable substitute for the above specified education and experience requirements.

Approved by

Date

Reviewed by

Date

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. The Administration and/or supervisor have the right to add or change duties at any time.

This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.