

**PLANO INDEPENDENT SCHOOL DISTRICT
Job Description**

Job Title:	Bus Driver	Wage/Hour Status:	Non-Exempt
Reports To:	Route Supervisor	Pay Range:	330
Dept./School:	Transportation Services	Date Revised:	06/20/18

Primary Purpose:

Safely, efficiently and professionally operate school bus and all related equipment in support of Plano ISD mission of providing an excellent education for each student via route service, extracurricular trips and shuttles.

Qualifications:

Education/Certification:

Must be at least 21 years of age

Clear and valid Texas CDL driver's license Class A or Class B with "P" Passenger Endorsement and "S" School Bus Endorsement (Training provided)

Texas State School Bus Driver Certification (Training provided)

Ability to satisfactorily complete a DOT medical examination for school bus drivers in addition to pre-employment drug test

Special Knowledge/Skills:

Ability to read, understand, and communicate in English

Must have acceptable motor vehicle and criminal record

Ability to maintain good relationship with Plano ISD staff (supervisors, fellow employees, principals), students, parents, and members of the community

Capable of responding in emergency situations including evacuating students

Ability to follow written and verbal instructions

Effective communication skills

Ability to calmly and professionally manage student behavior

Ability to pass annual DOT physical and all required DOT drug and alcohol tests

Ongoing ability to safely operate the school bus

Must possess maturity and emotional skills to calmly and safely operate a school bus despite distractions from sometimes boisterous students

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Flexible and open to changes

Must be able to successfully complete required bus driver safety training

Experience:

No previous experience required

Major Responsibilities and Duties:

Safely, efficiently, and professionally drive buses for regular routes, shuttles and field trips

Follow assigned route and adhere to established schedule

Assist students on and off the bus according to the student's individual needs and challenges

Adapt and follow any specific student needs as indicated within the student Individual Education Program (IEP)

Fuel bus daily or as needed to maintain a minimum of half-full tank when parked

Must be available to work varied hours during the span of normal route service and be accepting of periodic route time changes to meet the needs of PISD students and efficient route design

Perform pre and post trip mechanical safety inspection of the bus before and after each route to ensure bus can be operated safely and immediately report any defects or concerns to supervisor or motor pool staff

Keep interior of assigned bus, sub bus and field trip bus clean and orderly

Maintain acceptable student discipline on bus using appropriate and effective student management protocols provided and delegate to the school principal the responsibility for discipline of students by reporting issues on department forms

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

Supervise students while they board and exit the bus including any required street crossings near the bus stop

Report all accidents or incidents, vehicle damage, student injuries by completing forms provided

Conduct student counts and track other data requested by administrative staff

Perform emergency bus evacuation of students and staff if needed

Attend required in-services

Complete and submit all required paperwork including but not limited to rider counts, field trip sheets, accident reports, student conduct forms, pre and post-trip inspection forms, etc.

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

Ensure proper condition of assigned safety equipment including but not limited to first aid kit, biohazard kit, fire extinguisher, etc.

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Correct or report any conditions on vehicles or work area that could be a safety hazard

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

Operate and monitor two-way radio at all times to communicate with transportation office and other drivers

Attend state required certification courses

Report any hazardous conditions along the bus route

Establish and maintain good rapport with students, parents, school personnel and coworkers

Administer basic first aid as trained when necessary or as indicated by student medical action plan

Follow all rules, laws, guidelines, regulations, and policies of Plano ISD and follow directives from supervisors

Follow attendance policy as assigned by supervisor and in accordance with PISD policy and procedures

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

Equipment Used:

Fuel dispensing pumps, chair lift, fire extinguishers, road flares, school buses and Plano ISD truck

Working Conditions:**Physical/Environmental Demands:**

Physical dexterity and strength to safely operate bus including steering, operating pedals, prolonged sitting, shifting gears, and opening doors; must be able to lift and carry up to 50 pounds; must be able to lift hood of bus, properly pre-trip bus, 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 aid 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 safely operate a motor vehicle

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

Mental Demands:

Must be able to maintain emotion control under stress; must be able to establish a good sense of direction

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Acknowledgement:

Any work related experience or additional education/training resulting in acceptable proficiency levels in the above-required knowledge, skills, and abilities may be an acceptable substitute for the above-specified education and experience requirements at the sole discretion of District Administration.

Approved By: W. Noel McBee, Compensation Coordinator **Date:** 06-20-18 _____

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. District administration and/or my supervisor has 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.

My signature below indicates I understand and acknowledge my job description.

Employee Signature: _____ **Date:** _____