

**PLANO INDEPENDENT SCHOOL DISTRICT
Job Description**

Job Title:	Bus Driver Mentor	Wage/Hour Status:	Non-Exempt
Reports To:	Safety Trainer	Pay Range:	330
Dept./School:	Transportation	Date Revised:	02/13/20

Primary Purpose:

Train and coach drivers and assistants in the skills, responsibilities and duties of assigned positions; safely, efficiently and professionally operate school bus and all related equipment in support of the district's mission of providing an excellent education for each student via route service, extracurricular trips and shuttles.

Qualifications:

Education/Certification:

- High school diploma or equivalent (required)
- Must be at least 21 years of age
- Valid and clear Texas commercial driver's license (CDL) Class A or Class B with "P" (Passenger) "S" (School Bus) endorsements
- Driving record that is insurable with Plano ISD's insurance carrier
- Texas School Bus Driver certification
- Ability to satisfactorily complete a DOT medical examination for school bus drivers and pre-employment drug test

Special Knowledge/Skills:

- Ability to lead others and multi-task
- Ability to read, communicate and understand (to include exchange/convey information and receive work direction) in English
- Ability to effectively communicate with coworkers, supervisor and the general public
- Must possess a good working knowledge of traffic laws, school bus minimum standards, the CDL manual and district areas/zones
- Basic computer skills
- Ability to demonstrate flexibility in working varied hours during normal route service and with periodic route time changes

Experience:

- One year of supervisory experience and one year of bus driver experience; or any combination of

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education and experience sufficient to successfully perform the essential job duties as listed

Previous experience in, or knowledge of, Special Education (preferred)

Major Responsibilities and Duties:

Conduct on-the-road training

Collect data for the purpose of performance evaluations

Prepare classroom materials and packets; conduct classroom training, including bus certification tests

Assists with in-service planning and activities

Writes required reports, training forms and manuals

Ensures proper completion of paperwork for certification of drivers, to include: physical results, road tests and refresher training; perform other duties of a similar nature or level

Implement proper use of emergency procedures

Maintain positive working relationship with the Texas Department of Public Safety

Willingness to attend training and other courses, which may include overnight travel or weekends

Safely, efficiently and professionally drive buses for regular routes, shuttles and field trips; serve as backup bus driver

Assist students on and off the bus, and adapt and follow any specific student needs as indicated within the student Individual Education Program (IEP)

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

Follow assigned route and adhere to established schedule; work varied hours during the span of normal route service and accept periodic route time changes to meet the needs of district students and efficient route design

Perform pre- and post-route mechanical safety inspections 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 report issues on department forms to the school principal

Operate bus safely and maintain an awareness for the safety of students while they are on the bus and during times of loading and unloading, including any required street crossings near bus stops; report all accidents, incidents, vehicle damage and student injuries by on appropriate forms provided; perform emergency bus evacuation of students and staff, if needed

Conduct student counts and track other data requested by administrative staff

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

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Ensure proper condition of assigned safety equipment, including but not limited to: first aid kit, bio hazard kit and fire extinguisher

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

Report all mechanical difficulties in writing

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

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

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

Follow attendance policy as assigned by supervisor

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

Equipment Used:

School buses and other district vehicles; fuel-dispensing pumps, wheel chair lifts and other related equipment; radio system, computers, printers, copiers, TV, video streaming and other related classroom equipment

Working Conditions:

Mental Demands:

Communicate effectively (verbal and written); emotional control under stress; lead by example with exemplary performance

Physical Demands/Environmental Factors:

Physical dexterity and strength to safely operate bus, including steering, operating pedals, shifting gears, and opening 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, 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 (with/without use of hearing aid); work in inclement weather, outside and inside in heat and cold; excessive and/or intermitted noise, fumes, smoke/gases, grease and oils; work around vehicles and machinery with moving parts; may involve out of district travel

Does not use a controlled substance, 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 drug or substance will not adversely affect the driver's ability to safely operate a motor vehicle

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:** 02-13-20

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

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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:** _____