

**PLANO INDEPENDENT SCHOOL DISTRICT
Job Description**

Job Title:	Bus Driver Repair	Wage/Hour Status:	Non-Exempt
Reports To:	Assistant Director Transportation Services	Pay Range:	330
Dept./School:	Transportation	Date Revised:	8/18/2021

Primary Purpose:

Operate student transportation vehicles. Cleaning, fueling, and seat repair of student transportation vehicles.

Qualifications:

Education/Certification:

Valid Texas CDL driver's license Class A or Class B with "P" Passenger Endorsement

State of Texas bus driver's certificate

Must be 21 years of age

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

Ability to maintain a positive relationship with Plano ISD staff (supervisors, fellow employees, principals, and public)

Ability to read, understand, and communicate in English

Experience:

No prior experience required

Major Responsibilities and Duties:

Drive buses for regular routes and field trips

Repair and replacement of school bus seats as needed

Responsible for fueling of buses

Cleaning inside/outside of buses including degreasing engine compartment and suspension area

Inspect bus for mechanical safety before beginning route and maintain cleanliness of bus interior

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Maintain student discipline on bus and delegate to the school principal the responsibility for addressing student behavior

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

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 supervisor

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 automatic/manual bus wash, hand held pressure wand, steam cleaner/degreaser, waxer/polisher, vacuum cleaner, hot air gun, drill staple gun, awl, channel locks, and other hand equipment as needed.

Working Conditions:

Mental Demands:

Maintain emotional control under stress; work with frequent interruptions

Physical Demands:

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, 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; frequently required to bend, crawl, and reach to service vehicles; routinely lift and carry parts and equipment 15 to 50 pounds

Environment Factors:

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

Supervisory Responsibilities:

None

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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:** 8/18/2021

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 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.

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

Employee Signature: _____ **Date:** _____