Cedar Hill Independent School District
Job Description

Job Title: School Bus Driver **/**Stand By Driver

Wage/Hour Status: Nonexempt

Reports to: Executive Director of Student Services

Pay Grade: BD2

Dept./School: Transportation

Number of Days: 180

Funding Source: Local

Primary Purpose:

The operation of a Cedar Hill Independent School District (CHISD) school bus in the transportation of pupils to and from school, other educational or care sites, and support additional District programming as needed predetermined bus routes. Will ensure safe transportation operations by abiding by federal, state, district, and departmental bus driving regulations, policies and procedures through comprehensive and robust training initiatives and frequently evaluated job performance.

CHISD Bus Drivers are responsible for upholding order while in transit, maintaining student passenger discipline, and preventing unnecessary risks at pick up and drop off locations and by addressing and reporting bus maintenance issues promptly. Bus Drivers are an integral part of District operations and key to student access to education and dependable service.

Qualifications:

- Must be at least 18 years of age
- Must qualify following criminal and driving history checks in accordance with Federal and State guidelines
- Must be able to pass, both upon initial employment and every year a Department of Transportation physical examination
- Must be able to read and comprehend the “Rules and Regulations Governing the Operation of School Transportation Vehicles”
- Must satisfactorily complete the Department of Transportation training program and driving test
- Must be free of a felony or misdemeanor convictions for a crime involving moral turpitude (conduct that is considered contrary to community standards of justice, honesty, or good morals)

Education/Certification:

- Must have High School Diploma or equivalent GED
- Must attain an acceptable score on written examination pertaining to school bus laws and regulations
- Must pass DOT drug and alcohol and Department of Motor Vehicle report screenings prior to employment; with a valid state license of ID
- Must possess or obtain a valid CDL license, with student and passenger endorsements
- Must be certified in school bus safety education

Special Knowledge/Skills:

- Must be knowledgeable of school bus operations and the general mechanics of a school bus
- Ability to operate a bus efficiently and in accordance with all laws, regulations and principles of safety
- Ability to successfully complete all required testing both in classroom and behind the wheel
- Ability to ensure safe transportation while in transit and maintain suitable discipline for all riders
- Ability to drive safely in stressful situations while consistently maintaining a professional attitude
- Ability to communicate effectively with Dispatchers as needed
- Ability to establish and maintain professional working relationships with passengers, parents, the public at large, principals, teachers, administrators, and other staff members
- Ability to decide the correct course of action in unusual or unfamiliar situations, if and when assistance or advice is unavailable
- Ability to lift up to twenty pounds

- Ability to follow written and oral instructions
- Ability to maintain a professional working relationship with Student Assistants and Bus Monitors
- Ability to pass random drug and alcohol tests

Experience

- Advanced bus driving skills desired

Major Responsibilities and Duties:

- Reports to work in a timely and consistent manner due to the nature of role; driver attendance is key to student safety, consistent attendance, and the general success of District programs.
- Responsible for organization and completion of pre and post trip bus inspections; notes changes in fluid levels, mechanical and body issues, or other. Reports major complications or challenges promptly and accurately to the appropriate personnel and follows established procedure for filing reports.
- Follows all safety protocols regarding issues with bus and communicates experienced issues to direct supervisor or bus maintenance staff as needed.
- Responsible for bus keys, low idle times, and secure parking.
- Required to keep bus cleaned and fueled.
- Responsible for the transport of student passengers on a variety of District owned vehicles via pre designed bus routes.
- Will ensure that any instance in which the bus stops: loading and unloading students, stopping at train tracks or busy intersections, etc., are safe and secure situations and follow all established safety guidelines.
- Responsible for time management while on route and maintains assigned time schedules. If variances occur, explanations or reasonings are provided to direct supervisor.
- Notifies dispatch or the transportation office of any emergency situations or accidents. Follows prescribed accident procedures and works with direct supervisor to ensure safety protocols.
- Works with Dispatchers on a daily basis regarding traffic issues, hazards, or general concerns while on route.
- Works with the Transportation Department to enact and enforce passenger discipline guidelines. May include seating charts, integration behavioral standards by campus, ridership guidelines, and disciplinary write ups.
- May be responsible for the specialized transportation of students in special education or medically fragile programming. Duties may include lifting of physically disabled children, wheelchairs, utilizing restraints, or administering medications as required in an emergency situation. Will require heightened communication skills and a relationship with parents to fully understand needs of student.
- May be required to transport children aged 3-5 in Pre-Kindergarten District programs. Requires
- exceptional care and attention to detail.
- May be asked to assist routers in route evaluations concerning student ridership, number of students at a bus stop, mileage traveled, timing concerns, etc.
- Operates buses under adverse weather and road conditions in some instances but will be advised and supported by the General Manager and District Administration in these cases.
- Responsible for completing all required training sessions, present for employee meetings, complete drug and alcohol screenings and employee physicals, attend meet the driver events and risk mitigation seminars, and others as necessary throughout the year.
- May be asked to assist in driving for field trip activities, athletic events, mid-day programs, or other events as needed.
- Will be responsible for the assurance that sensitive information is handled appropriately with a full understanding of student privacy laws.
- Required to report any known instances of child abuse or neglect to direct supervisor.

- May be asked to substitute for teammate on occasion.
- Duties are at all times subject to review, delegation, or reassignment.
- Stand by Drivers will be on call at the location during the specified am and pm hours and all duties. assigned/required for a school bus route driver will apply.
- Stand by Driver will check in with dispatch, or management in the event there is not a dispatcher present, to receive route and bus assignment.
- At the discretion of the Executive Director of Transportation a bus driver or standby bus driver may be needed to work as a monitor.
- Performs any related duties as required.

Supervisory Responsibilities

None.

Equipment Used:

School bus, safety equipment (flares, reflective signs), fire extinguisher.

Working Conditions:

This is an hourly position paid by time on route. Routes are determined based upon a bidding/seniority system. Position is 10 month unless otherwise specified for summer school activities. Conditions and hours may vary. Usual start and end time is X to X, with occasional change due to route modifications.

Mental Demands/Physical Demands/Environmental Factors:

Many of the assigned tasks require the driving of a passenger bus carrying school aged children. Variety in size of vehicle and capacity limitations may exist. This role naturally requires an extended amount of sitting time, while also requiring discipline skills, active listening, mental clarity and sharpness, good eyesight, reading and map comprehension, and directional skills. Some standing, bending, twisting, or crouching may be required for bus inspection, as well as lifting medically fragile students or wheelchairs onto bus or restraining students as necessary.

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.

Reviewed by:_____ Date: _____
Employee Name/Signature

Approved by:_____ Date: _____
Supervisor Name/Signature

*Cedar Hill ISD is an equal opportunity employer and will consider all candidates for employment without regard to race, color, religion, sex, national origin, age, marital status, disability status, protected veteran status, or any other characteristic protected by law.