

**KERRVILLE INDEPENDENT SCHOOL DISTRICT
JOB DESCRIPTION**

TITLE: SCHOOL BUS DRIVER

Wage/Hour Status: Nonexempt

Revised: 11-05-12

QUALIFICATIONS:

- Class A or B Commercial Drivers License with P and S endorsements.
- Must be 19 years of age or older.
- Must pass an annual physical examination
- Must have ability to perform occasional physical labor.
- Must attend 20 hour School Bus Driver Certification class. Must attend 8-hour recertification class every three years.
- Must pass randomly administered drug and alcohol tests.
- Must be able to manage students in a safe and appropriate transportation environment.
- Such alternatives to the above qualifications as administrators may find appropriate and acceptable.

REPORTS TO:

- Transportation Director

JOB GOAL:

- To provide a safe transportation environment for the students of Kerrville ISD.

PERFORMANCE RESPONSIBILITIES:

- Operate vehicle in a safe, efficient manner.
- Communicate with school, public, and students in such a manner as to encourage their cooperation and respect.
- Make a daily safety inspection of vehicle, checking bus for mechanical defects before and after each operation, and notify supervisor in writing of needed repairs for all necessary vehicle maintenance.
- Maintain a clean and safe environment on bus and keep bus fueled.
- Cooperate with supervisory staff in basic checkout and emergency procedures.
- Drive all routes exactly as designated.
- Instruct students on the bus about riding rules and regulations.
- Supervise students while they board and leave the bus and cross streets.
- Provide staff with student counts and reports as requested.
- Maintain an up-to-date list of students riding bus.
- Identify by name the majority of the students riding the bus.
- Identify by name students involved in disciplinary situations.

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- Communicate with teachers and parents regarding student behavior while on the bus.
- Report student safety problems using prescribed procedures to the appropriate administrator.
- Complete a written report and discuss with director, all accidents, vehicle damage and student injury situations.
- Complete the Texas School Bus Driver Certification Course prior to employment or in the first available course after employment. Complete recertification course every three years.
- Attend in-service training programs and annual driver workshop.
- Display tolerance necessary for accepting supervision for and criticism of duty performance.
- Work in harmony with supervisory and peer personnel.
- Performs other duties as assigned.
- Conducts oneself in a professional manner in accordance with district expectations and the Texas Education Agency Code of Ethics.
- Maintain confidentiality of all records.

Mental Demands / Physical Demands / Environmental Factors:

Frequent walking, standing, climbing, kneeling, stooping, heavy lifting and carrying. Work outside and inside, on slippery or uneven surfaces, and ladders. Exposure to hot and cold temperatures, dust, toxic chemicals and materials. May require district wide travel.

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.

TERMS OF EMPLOYMENT:

Work year established by the Board; salary according to current schedule.

EVALUATION:

Performance of this job will be evaluated annually in accordance with provisions of the District Policy Manual.