

JOB DESCRIPTION

POSITION TITLE: Bus Driver

PRIMARY PURPOSE: Ensure safe and orderly transportation of students on assigned route. Operate school bus that transports students and other authorized personnel to and from schools or other designated location.

New Revised
Date:
Support Pay Grade: 4
Pay Range: \$12.22-\$17.07 (per hour)
Approved by:
Days Worked: 180 days

QUALIFICATIONS:

EDUCATION/CERTIFICATION:

Satisfactory driving record

Willing to complete requirements for the following if not previously satisfied

- o Valid Texas commercial driver’s license (Class B) with P (Passenger) and S (School Bus) endorsements (Requires six written tests taken at a DPS facility, a driving test, \$10 payment for permit, \$60 payment for license.)
- o Satisfactory results of a controlled substance test, criminal history check, and fingerprinting for a national criminal history check
- o Satisfactory completion of a physical
- o Satisfactory completion of a bus driver safety course (20 hours)
- o Satisfactory completion of CPR/first aide training

SPECIAL NOTES:

When employed, the district invests nearly \$300 in direct costs in helping drivers meet job requirements (not including compensation for participation in training activities). If drivers resign their positions within one year of employment, costs the district has covered will be deducted from the employee’s pay check at the following rate:

- Resigning within 0-3 months of employment--\$197.20 deducted from final check
- Resigning 3-6 months after employment--\$98.85 deducted from final check
- Resigning 6-12 months after employment--\$49.93 deducted from final check

SPECIAL KNOWLEDGE/SKILLS:

Must be 21 years of age
 Ability to follow written and verbal instructions
 Ability to communicate effectively
 Knowledge of student discipline procedures
 Ability to manage student behavior
 Ability to operate bus

EXPERIENCE:

None

RESPONSIBILITIES:

- Follow assigned route and adhere to established schedules
- Maintain seating charts for students
- Drive bus to and from extracurricular activities
- Check bus for mechanical defects before and after each operation and notify supervisor of needed repairs
- Report all accidents, vehicle damage, student injuries, and mechanical failures and complete required reports
- Keep records on bus mileage, fuel consumption, and number of passengers transported
- Keep assigned bus clean
- Supervise students while they board/leave the bus and cross the street
- Maintain discipline; report student discipline problems to transportation director
- Instruct students on safe riding rules and regulations
- Observe all traffic laws and safety regulations for school buses
- Ensure proper condition of emergency equipment, such as first aid kit, body fluid kit, fire extinguisher, and reflectors
- Operate two-way radio equipment to communicate with transportation office
- Attend and complete required training program to maintain safety certification
- Maintain confidentiality

WORKING CONDITIONS:

Mental demands/physical demands/environmental factors

- Maintain emotional control under stress
- Climbs in and out of the bus 6-16 times per route
- Operates within the district in all temperature conditions

APPLICATION PROCEDURES:

Complete online application at <https://kaufmanisd.net> and notify the Transportation Department at 972-932-6555. All applications must be submitted online.

APPLICATION DEADLINE: Until Filled

Kaufman Independent School District is an Equal Opportunity Employer

The Kaufman ISD does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities.

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.

Employee Signature

Date