



Job Title:	Special Education Bus Driver	Wage/Hour Status:	Non-Exempt
Reports To:	Director of Transportation	Pay Grade:	Transportation Pay Group 2
Dept. /School:	Transportation	Date Revised:	11/07/2011

Primary Purpose:

Responsible for safe and orderly transportation of students with disabilities on assigned route. Operate a school bus that transports students with disabilities and other authorized personnel to and from schools or designated locations.

Qualifications:

Education/Certification:

Valid Texas commercial driver's license (Class B)
Certification in non-violent crisis intervention procedures
Current certification in cardio-pulmonary resuscitation (CPR)

Special Knowledge/Skills:

Must be 20 years of age
Ability to pass alcohol and drug test
Ability to complete required bus driver safety training
Ability to follow written and verbal instructions
Ability to communicate effectively
Ability to manage student behavior
Ability to operate bus
Ability to read a map
Training on emergency evaluation procedures
Knowledge of student discipline procedures

Experience:

One-year experience as school bus driver

Major Responsibilities and Duties:

Vehicle Operation:

1. Follow assigned route and adhere to established schedules.
2. Drive bus to and from extracurricular activities.
3. Check bus for mechanical defects before and after each operation using district forms.
4. Report all accidents, vehicle damage, student injuries, mechanical failure, and complete required reports.
5. Keep assigned bus clean and fueled.

Student Management:

6. Help students with disabilities get on and off bus according to their individual needs.
7. Learn and adapt to each student's special medical, physical, communicative, and emotional needs.
8. Supervise students as they board and leave bus and cross street.
9. Maintain discipline and report student discipline problems to appropriate administrator.
10. Instruct students on safe riding rules and regulations.
11. Transport only authorized students.
12. Enforce regulations against smoking and eating on the bus.

Safety:

13. Inspect bus by checking fuel, oil, water, tires, lights, brakes, and steering to ensure bus can be operated safely before driving.
14. Observe all traffic laws and safety regulations for school buses.
15. Ensure proper condition of emergency equipment, such as first aid kit, fire extinguisher, flags, fuses, crow bar, and reflectors.
16. Correct unsafe conditions in work area that could cause an accident and inform supervisor of any conditions that are not immediately correctable.
17. Report any hazardous conditions along scheduled routes.
18. Adhere to all procedures regarding wheelchair loading and unloading or tie down.

Other:

19. Operate two-way radio equipment to communicate with transportation office.
20. Work irregular hours as needed.
21. Attend and complete required training program to maintain certification status.
22. Other duties as assigned.

Supervisory Responsibilities:

None

Equipment Used:

School bus or light van, wheelchair lift ramp, locks, seatbelts, harnesses, car seats, special adaptive equipment, safety equipment (flares, reflective signs), fire extinguisher.

Working Conditions:**Mental Demands/Physical Demands/Environmental Factors:**

Maintain emotional control. Continual sitting, reaching, and repetitive hand and arm motions; pushing, pulling, moderate lifting. Work outside and inside; moderate exposure to extreme temperatures and vehicle fumes.

NOTE: The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, or skills that may be required.