



<b>Job Title:</b>	AVID Bus Driver – Upward Bound	<b>Wage/Hour Status:</b>	Non-Exempt
<b>Reports To:</b>	AVID Program Coordinator	<b>Pay Grade:</b>	Auxiliary 4
<b>Dept. /School:</b>	Student Services	<b>Date Revised:</b>	12/16/2016

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**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 for the AVID Upward Bound Program or other designated location.

**Qualifications:****Education/Certification:**

Valid Texas commercial driver's license (Class B)

**Special Knowledge/Skills:**

Must be 21 years of age  
Pass physical examination (annually)  
Ability to pass alcohol and drug test  
Ability to complete required bus driver safety training  
Ability to follow written and verbal instructions  
Ability to read a map  
Ability to communicate effectively  
Knowledge of student discipline  
procedure Ability to manage student  
behavior  
Ability to operate bus

**Experience:**

None

**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 the district form.
4. Report all accidents, vehicle damage, student injuries, and mechanical failures. Complete required reports.
5. Keep assigned bus clean and fueled.

**Student Management:**

6. Supervise students while they board and leave the bus and cross the street.
7. Discharge students only at authorized stops.
8. Maintain discipline; report student discipline problems to appropriate administrator.
9. Instruct students on safe riding rules and regulations.
10. Transport only authorized students.
11. Enforce regulations against smoking and eating on the bus.

**Safety:**

12. Observe all traffic laws and safety regulations for school buses.
13. Inspect bus by checking fuel, oil, water, tires, lights, brakes, and steering to ensure bus can be operated safely before driving.
14. Ensure proper condition of emergency equipment, such as first aid kit, fire extinguisher, flags, fuses, crow bar, and reflector.
15. Correct unsafe conditions in work area that could cause an accident and inform supervisory of any conditions that are not correctable immediately.
16. Report any hazardous conditions along the route.

**Other:**

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

**Supervisory Responsibilities:**

None

**Equipment Used:**

School bus, 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. Work outside and inside; moderate exposure to extreme temperature (hot) 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.*