

**TRUTH OR CONSEQUENCES MUNICIPAL SCHOOLS
JOB DESCRIPTION**

TITLE OF JOB: Bus Driver

QUALIFICATIONS: High School diploma or equivalent

REPORTS TO: Director of Transportation

JOB GOAL: Safe and efficient operation of a school bus to transport students to and from school and or to and from activities

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Be responsible for the safety and orderly conduct of the passengers on their assigned bus routes
- Report all serious discipline cases to the School Transportation Supervisor or designee in accordance with the local school board's policy, and in compliance with this regulation
- In accordance with Department of Transportation regulations, shall not use alcoholic beverages, illegal substances, or legal substances which impair the ability to drive prior to or during duty hours
- Report, in writing on the appropriate forms signed by the driver, all faulty or improperly functioning equipment to the School Transportation Supervisor, his/her designee, or local transportation provider
- Report all school bus accidents in accordance with local district and state accident reporting procedures
- Report all hazards, whether potential or existing, on the route and all causes for failure to operate on schedule to the School Transportation Supervisor
- Perform safe and efficient operation of the school bus in accordance with federal, state, and local statutes and regulations
- Perform a daily, thorough pre-trip and post-trip operational check of the school bus and special equipment unless completed by other qualified personnel
- Maintain orderly conduct of the passengers
- Performance during emergency situations shall be in accordance with established federal, state, and local operating procedures
- Maintain effective communications with students, employer, school staff, and the public
- Proper and timely completion of all required reports
- Satisfactory completion of all required training programs
- Implementation of maximum safety procedures for all passengers while on the bus and during loading and unloading activities
- Maintain good public relations and public image
- Other duties as assigned by Supervisor

MINIMAL REQUIREMENTS/PERFORMANCE STANDARDS:

- Must hold a class A or B CDL License with the ability to obtain a P & S endorsement within 30 days
- Current First Aid/CPR Certificate

- 16 hours in-service each year
- Pass Annual Physical & Drug Test
- Pass annual DOT physical and quarterly random drug and alcohol screenings
- Be prepared to work with a multi-cultural community
- High School Diploma/GED
- Qualifications and performance of essential functions of maintenance and repair of buses, vehicles, and grounds equipment
- Computer skills

PHYSICAL DEMANDS:

Sitting, standing, lifting and carrying (up to 25 pounds regularly, 50 pounds on occasion), reaching, squatting, kneeling, and moving light furniture may be required.

TERMS OF EMPLOYMENT:

Salary is established by salary schedule.

This position description indicates the general nature and level of work expected of incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of incumbent. Incumbent may be asked to perform other duties as required.

This position description for Bus Driver is effective upon receipt. Personnel policies adopted by the Board of Education, and deemed appropriate for the job, shall be in effect. Salary amounts shall be set according to the adopted salary schedule. This position description may be revised at any time in response to district needs.

TCMSD

Employer

By my signature below, I affirm that: the duties and requirements listed on this position description have been explained to me; I have been able to ask questions to clarify matters I do not understand; and I understand and accept them. In accepting this job, I certify that I am able to perform these duties, with or without accommodation, and that I will inform my supervisor immediately of any change in this regard. I also agree to follow District safety rules and accident prevention procedures.

Print Employee Name

Employee Signature

Date

