



**Independent School District**

**518 S. Mathews  
Bellville, TX 77418-2711  
Phone: 979-865-3133  
Fax: 979-865-8591**

## **Job Description**

## **Bus Driver**

**Job Title:** Bus Driver

**Wage/Hour Status:** Non Exempt

**Reports to:** Transportation Manager

**Campus:** District Wide

### **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.

### **QUALIFICATIONS:**

#### **Education/Certification:**

Valid Texas commercial driver's license

#### **Special Knowledge/Skills:**

Must be 18 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  
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 and notify supervisor of needed repairs.
4. Report all accidents, vehicle damage, student injuries, and mechanical failures.
5. Complete required reports.
6. Keep assigned bus clean and fueled.

#### **Student Management**

1. Supervise students while they board and leave the bus and cross the street.
2. Communicate with teachers and parents on a daily basis regarding student behavior while on bus.
3. Maintain discipline; report student discipline problems to appropriate administrator.
4. Instruct students on safe riding rules *and* regulations.

#### **Safety**

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

#### **Other**

1. Operate two-way radio equipment to communicate with transportation office.
2. Work irregular hours as needed.
3. Attend and complete required training program to maintain safety certification.
4. Keeps records on bus mileage, gas and oil consumption, and number of passengers transported.

#### **Number of Work Days:**

178

#### **Rate of Pay:**

\$15.25 per hour

#### **Deadline for Submitting Application:**

Until position is filled

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**All job applications may be accessed from the Bellville Independent School District website at [www.bellvilleisd.org](http://www.bellvilleisd.org). Only online applications will be accepted for all job openings. For more information concerning job applications, please contact Cody Cox, at Bellville ISD Transportation Dept. 1043 E. Hacienda Bellville, TX 77418. (Phone: 979/865-3673) (Fax: 979/865-7097). Title IX Coordinator – Mike Coker, Superintendent.**