**Lead Bus Driver**

**Employee Name (Print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Reports to:** Director of Transportation **Classification:** Auxiliary

**Dept/School:** Transportation **Pay grade:** A-5

**Wage/Hr Status:** Nonexempt **Revised:** February 2019

# This job description reflects management’s assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.

# Primary Purpose:

Coordinate and facilitate training for new and experienced drivers. Provide administrative support to the Director of Transportation. 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 (Class B) with Passenger, Air Brake, and S endorsements

Special Knowledge/Skills:

Must be 21 years of age or older

Ability to pass alcohol and drug test

Must be able to pass a criminal history check and DPS physical

Must have acceptable driving record

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

Ability to coach, train and manage other drivers

Experience:

A minimum of three years of bus driving experience preferred

# Major Responsibilities and Duties:

1. Provide administrative assistance and support to Director of Transportation
2. Coordinate , facilitate and document annual and as needed safety training and student behavioral training for drivers and aides, including classroom and field based training
3. Provide assistance in the creation of route descriptions
4. Evaluate and document the performance of new bus drivers through ride a longs for the purpose of ensuring that the skill levels are met and are in compliance
5. Recruit applicants and bus drivers through job fairs and other means
6. Provide classroom instruction, pre-trip inspection and behind the wheel training for applicants to ensure successful completion of Class B CDL with P & S endorsements
7. Annually check and document all buses to ensure proper condition of emergency equipment, such as first aide kits, fire extinguishers, flags and reflectors
8. Attend training programs and workshops and maintain first aid/CPR training
9. Provide transportation communications to all drivers and aides with a monthly newsletter

10. Work irregular hours as needed.

11. Perform other duties as assigned

# Equipment Used:

School bus, safety equipment (flares, reflective signs), fire extinguisher, seatbelts, wheelchair lift

# Working Conditions:

**The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be made if necessary:**

Mental Demands:

Maintain emotional control under stress

**Physical Demands:**

Continual sitting, typically frequent reaching, and repetitive hand/arm motions are necessary; work outside and inside; moderate exposure to extreme temperature and vehicle fumes

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 Date

Supervisor Date