



**Bus Driver**

Department	OST	FLSA Status	Non Exempt
Reports To	OST Director	Hours:	M-F 15-30 Hours Per Week
Grade		Date Approved	

**Position Summary**

**BASIC PURPOSE:**

The bus driver is responsible for ensuring the timely and safe arrival of youth to the centers and other destinations during out of school time, seasonal open times for centers, and field trips.

This position is grant funded and is made possible through the TEA 21st Century CLC Grant.

This is a seasonal position. Must be available M-F during regular business hours.

**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 may be made to individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop; kneel; crouch or crawl; talk or hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus. The employee may be required to drive and transport clients.

**ESSENTIAL FUNCTIONS**

**Job Function**

- Transports students to and from schools, following a preplanned route according to a definite timed schedule
- Transports students to and from offsite activities/field trips and remains on-call throughout activities/field trips
- Regulates heating equipment and ventilation of bus for the comfort of the passengers
- Maintains vans/mini and full size buses (fuel, cleanliness, reports maintenance issues)
- Drives bus carefully and in compliance with traffic regulations
- Assumes responsibility for the safety of school children in loading, unloading, and transporting them to and from school and activities
- Instructs children in safety precautions and practices
- Picks up food, as needed, from the Food Bank for children’s daily meals

**SEASONAL  
BUS DRIVER JOB DESCRIPTION**

**REVISED MAY 2019**

- Signals children when to cross streets and ensures that children are safely across upon departure from bus
- Maintains discipline: reports unruly behavior to principal of school or to supervisor
- Inspects and sweeps bus
- Checks water, gas, oil and mechanical condition before leaving on run
- Reports defects or problem with vehicle to supervisor
- Assures bus meets regular maintenance schedules and standards
- All other duties and responsibilities as assigned.

Education	Experience	License & Certification	Testing	Other
<b>Required:</b> High school diploma/GED	<b>Required:</b> Two (2) years' experience driving buses and other commercial vehicles	Current Valid Driver's License & current CDL		

Special Notes
<p><b>Basic Qualifications</b></p> <ul style="list-style-type: none"> <li>• High School Diploma/GED</li> <li>• Reliable transportation and valid driver's license with passenger and bus endorsements</li> <li>• No major driving offenses</li> </ul> <p><b>Preferred Qualifications</b></p> <ul style="list-style-type: none"> <li>• Experience working with youth</li> </ul>

My signature indicates that I have reviewed and accept my job description, and acknowledge that it is a guideline of my function and responsibilities as well as perform any other duties as assigned by my Supervisor.

Employee Signature		Supervisor Signature	
Date		Date	