
Bus Driver, Central - Transportation(Job Id 22091)

Location: Broadway Complex

Category: Bus Driver

Employment Type: Employee

Post Date: 07/01/2022

Close Date: 07/31/2022

Description

Location: Broadway Complex

Work Schedule: 180 Days

Work Type: Regular Part-Time

Exempt: No

Pay Grade: B1 (\$16.00/hour- \$18.50/ hour)

REASONS TO JOIN NEISD

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CERTIFICATION:

Ability to qualify for and obtain a valid Texas Class "B" Commercial Driver License with Passenger (P) and School Bus(S) Endorsements within 90 days of hire

Texas Department of Public Safety School Bus Certification or must obtain within 90 days of hire

High School Diplomas and college/university degrees must be obtained from an accredited program or university approved by the United States Department of Education and the Texas Education Agency.

PRIMARY PURPOSE SUMMARY:

Regularly required to safely operate a school bus and transport students to and from school and other designated locations in accordance with Texas code and the Transportation Department Employee Safety and Policy Handbook. Maintains safety of students on the bus through enforcement of safety standards of conduct and performs preventative maintenance and safety checks of the bus on a daily basis.

ESSENTIAL REQUIREMENTS AND RESPONSIBILITIES:

1. Operates the vehicle in a safe and efficient manner and assists Bus Assistants to ensure students are properly cared for, secured and transported where applicable.
2. Conducts thorough pre-trip and post-trip inspections of the vehicle and special equipment and notifies vehicle maintenance of needed repairs.
3. Inspects bus by checking fuel, tires, lights, and brakes to ensure bus can be operated safely before driving.
4. Ensures proper condition of emergency equipment, such as environment biomedical cleanup kit, first aid kit, fire extinguisher and triangle reflector.
5. Corrects unsafe conditions in work area that could cause an accident and inform supervisor of any conditions that are not correctable immediately.
6. Reports any hazardous conditions along the route.
7. Observes all traffic laws and safety regulations for and during operation of school buses.
8. Ensures the safety, welfare and orderly conduct of passengers while on the bus.
9. Instructs students on safe riding rules and regulations and reports infractions.
10. Follows assigned route and adheres to established schedules.
11. Drives bus to and from extracurricular activities.
12. Handles emergency situations in accordance with operating procedures.
13. Maintains records on bus mileage and number of passengers transported.
14. Keeps assigned bus clean, adequately fueled and reports mechanical issues.
15. Communicates effectively and appropriately with school staff, students, parents, law enforcement officials and the motoring public.
16. Reports all accidents, vehicle damage, student injuries, mechanical failures and completes required reports.
17. Provides maximum safety for students by providing supervision during loading, unloading and crossing the street.
18. Checks that all students have disembarked from the bus at the end of each run of the route.
19. Applies discipline management techniques in a fair, friendly and firm manner.
20. Operates two-way radio equipment to communicate with the Transportation Office.
21. Attends and completes required training program to maintain state safety certification and meet other related training requirements.
22. Maintains confidentiality of information.
23. Reports to work on time every day.
24. Follows all District policies and procedures.
25. Performs all other tasks and duties as assigned.

QUALIFICATION REQUIREMENTS:

- Successful completion of a pre-employment physical examination to include vision, hearing, alcohol and drug testing and an acceptable driving record documented by a Motor Vehicle Records Check
- Possess or obtain within ninety (90) calendar days of employment a Valid Texas Class "B" Commercial Drivers License with School Bus (S) and Passenger (P) Endorsements and a driving record that meets the requirements of the Texas Department of Public Safety School Bus Certification and the District
- Successfully complete a twenty hour Region XX School Bus Driver Safety Training Certification Course within one hundred and eighty (180) days of receiving enrollment certificate from Region XX
- Must be twenty-one (21) years of age or older
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals
- Ability to write routine reports and correspondence
- Ability to speak effectively before groups of students
- Above average degree of concentration, communication (verbal and written), and emotional control
- Ability to operate a school bus, manage student behavior, communicate effectively, complete required safety training and complete annual Bus Driver Certification requirements

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While all applications will be reviewed, not all applicants will be interviewed.

NORTH EAST INDEPENDENT SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER