



Title: **Bus Driver/Trades Helper**
 Reports to: Shop Foreman/Lead Mechanic
 Department: Division of Operations

Pay Grade: 109
 FLSA: Non-Exempt
 Length of Assignment: 260 days

Summary

Ensure the safe and orderly transportation of students to and from school and to other designated locations, as assigned. Perform all activities in a manner that ensure the safety of assigned students and other authorized persons. Perform basic vehicle maintenance work and assist mechanic(s) in performing manual work. Adhere to federal and state laws, as well as, district policies, procedures and regulations.

Essential Functions

1. Transport students to and from their required destination in a safe and courteous manner. Follow assigned routes and adhere to established policies, procedures, and guidelines.
2. Inspect bus for safety or mechanical problems prior to and after each trip. Inspect first aid kit, blood-borne pathogens kit and fire extinguisher to ensure they are complete, current and ready for operation. Secure all equipment at the end of the day.
3. Keep assigned bus and work area, safe, clean and fueled.
4. Supervise students while they board and exit the bus and cross the street. Assist students boarding and exiting the bus, as needed.
5. Maintain order and safety among the students on the bus in coordination with the bus attendant, as assigned. Instruct students on safe riding rules and regulations, and enforce the 10-point "Riding Privilege" rules. Report student discipline problems to the appropriate administrator.
6. Attend and complete required training programs to include cardiopulmonary resuscitation (CPR), first aid, state certification course(s) and the district's defensive driving classes to maintain safety certification.
7. Report all accidents, vehicle damage, student inquiries, and mechanical failures in accordance with the department's Standard Operating Procedures (SOP).
8. Complete required forms and reports on a daily basis and take bus student attendance as required by law.
9. Observe and follow all traffic laws and safety regulations.
10. Perform manual tasks such as assisting mechanic in carrying parts, tools and materials from the job, lift and hold parts, clean work areas, etc., and perform light mechanic work under supervision.
11. Clean and wash equipment and machinery. Scrape paint, grease and accumulated material from equipment. Responsible for tools, equipment, and materials as delegated by supervisor.
12. Perform routine oiling and greasing of maintenance shop equipment and vehicles.
13. Operate two-way radio equipment on official business to communicate with transportation office.
14. Attendance at the work site is required to meet essential functions of the job.

Other Responsibilities

1. Participate in professional development activities as required by the district.
2. Follow established safety procedures and techniques to perform job duties; support district/department goals, policies, procedures; as well as state and federal laws.
3. Maintain a professional code of ethics and perform other duties as assigned
4. Be available to work various shifts and respond to service calls.

Qualifications

High school diploma or General Education Diploma (GED); six (6) months experience assisting in an automotive repair field, familiarity with the use of common automotive hand tools; valid Texas or New Mexico Non-Excepted Interstate Commerce Commercial Driver's License (CDL), Class "A" or "B" with a "P" and "S" endorsement which must be acquired within 120 days of employment. Must be insurable by the district's automobile liability insurance carrier. Must have effective communication, interpersonal skills and possess ability to manage student behavior; ability to read, write, understand and speak English. Must be able to complete required bus driver safety training. Positions requiring a Commercial Driver's License are subject to federal drug and alcohol testing regulations.

Mental Demands/Physical Demands/Environmental Factors

Work with frequent interruptions; maintain emotional control under stress. Requires continual sitting; requires moderate standing, bending, reaching, kneeling and squatting. Must possess ability, skill, patience and understanding to work with students who have disabilities. Must be able to lift, carry, push and or pull up to 50 lbs. or more repeatedly during the course of work hours. Work in all types of weather.

Approvals

Original approved and signed document located in the Ysleta ISD Human Resources Department.