

Bus Driver Job Description

Name: _____

School Name: _____ City: _____, TX

Job summary: The Bus Driver fulfills the mission of the Catholic school by contributing to the safety of children while being transported to and from school and other events. This is accomplished within the framework of the school's philosophy and organization. The Bus Driver has decision making responsibilities within essential job functions, in keeping with school policies. The position is hired and evaluated by the principal.

Essential job functions:

- Supports and upholds the philosophy of Catholic education and the mission of the school
- Acts as a witness to Gospel values by modeling the teachings of the Catholic Church
- Supports and adheres to the Code of Conduct and policies and procedures of the school and Diocese
- Abides by the Confidentiality Policy set forth in the Diocese Employee Handbook
- Communicates with the principal regarding safety/discipline concerns of students
- Demonstrates professionalism in conduct, demeanor, and work habits
- Transports students to and from school and school activities in compliance with federal, state and local regulations
- Abides by regulations and vehicle guidelines regarding maintenance and operation of vehicles
- Performs checks of the vehicles prior to use to ensure safe operation
- Follows all safety and emergency procedures while operating the vehicle
- Maintains a work schedule that maximizes availability to the school, students and staff

Important job functions:

- Abide by the rules regarding the safety and discipline of student riders
- Notify Principal of occurrence of accidents and other important incidents and complete written reports
- Submits to Principal's office all requests for needed maintenance and repairs to vehicle(s)

Minimum qualifications:

- Holds a valid Class B Drivers License
- Holds Passenger and/or School Bus (P and S) endorsements, as needed
- Holds a safe driving record and be free of restrictions

Experience:

- None required

Knowledge, abilities, and skills:

- Knowledge of motor vehicle laws and school policies and procedures
- Able to respectfully and effectively manage student behavior
- Able to communicate effectively both orally and verbally
- Able to work well with others in the school community
- Able to respond to a crisis effectively
- Knowledge in general vehicle maintenance and operation

Working Conditions

- Required to manage high to moderate levels of stress
- Required to work according to schedule
- Required to work in standard school and vehicle conditions

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Mental/Physical Demands:

- Required to maintain composure and avoid inappropriate displays of emotion
- Required to drive, sit, stand, bend, stoop, reach, grab, pull, hear, see, and speak on a daily basis
- Required to perform repetitive physical tasks such as opening and closing bus door

FLSA classification: Exempt Non-exempt (hourly)

School classification: Full-time Part-time
 Temporary Other/seasonal

Employee Certification

All employees must adhere to the diocesan code of conduct and agree to represent the teachings of the Catholic Church when instructing or advising students, families, or other employees.

According to the Department of Labor, Texas is a “work at will” state. Letters of acknowledgement are not contracts, nor do they bind the employer or the employee to a pre-determined time or guarantee of employment.

By my signature below, I verify that a copy of this document has been provided to me and I have had an opportunity to review it and discuss its contents. I understand this document does not create or imply any employment contract or agreement, and is meant only to be a guide to me in my regular duties. I understand that tasks or assignments may be added or removed from the job description by my supervisor at any time, without prior notice.

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____