

**Dumas ISD**  
**Special Education Bus Driver**  
**Job Description**

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**Job Title:** Special Education Bus Driver

**Wage/Hour Status:** Nonexempt

**Reports to:** Shop Foreman

**Pay Grade:** K

**Dept./School:** Transportation

**Date Revised:** 10-25-07

**Primary Purpose:**

Responsible for safe and orderly transportation of students with disabilities on assigned route. Operate a school bus that transports students with disabilities and other authorized personnel to and from schools or designated locations.

**Qualifications:**

**Education/Certification:**

Valid Texas commercial driver's license (Class B) with the following endorsements: S, Passenger, and Air Brakes.

**Special Knowledge/Skills:**

Must be 18 years of age  
Ability to pass alcohol and drug test  
Ability to complete required bus driver safety training  
Ability to follow written and verbal instructions  
Ability to communicate effectively  
Knowledge of student discipline procedures  
Ability to manage student behavior  
Ability to operate bus

**Experience:**

One year experience as school bus driver

**Major Responsibilities and Duties:**

**Vehicle Operation**

1. Follow assigned route and adhere to established schedules.
2. Drive bus to and from extracurricular activities.
3. Check bus for mechanical defects before and after each operation and notify supervisor of needed repairs.
4. Report all accidents, vehicle damage, student injuries, mechanical failure, and complete required reports.
5. Keep records on bus mileage, and number of passengers transported.
6. Keep assigned bus clean and fueled.

**Student Management**

7. Help students with disabilities get on and off bus according to their individual needs.

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8. Learn and adapt to each student's special medical, physical, communicative, and emotional needs.
9. Supervise students as they board and leave bus and cross street.
10. Communicate with teachers and parents on a daily basis regarding student behavior while on bus.
11. Maintain discipline and report student discipline problems to appropriate administrator.
12. Instruct students on safe riding rules and regulations.

**Safety**

13. Inspect bus by checking fuel, oil, water, tires, lights, brakes, and steering to ensure bus can be operated safely before driving.
14. Observe all traffic laws and safety regulations for school buses.
15. Ensure proper condition of emergency equipment, such as first aid kit, fire extinguisher, flags, fuses, crow bar, and reflectors.
16. Correct unsafe conditions in work area that could cause an accident and inform supervisor of any conditions that are not immediately correctable.
17. Report any hazardous conditions along scheduled routes..

**Other**

18. Operate two-way radio equipment to communicate with transportation office.
19. Work irregular hours as needed.
20. Attend and complete required training program to maintain certification status.

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**Supervisory Responsibilities:**

None.

**Equipment Used:**

School bus or light van, wheelchair lift ramp, locks, seatbelts, harnesses, car seats, special adaptive equipment, safety equipment (flares, reflective signs), fire extinguisher.

**Working Conditions:**

**Mental Demands/Physical Demands/Environmental Factors:**

Maintain emotional control. Continual sitting, reaching, and repetitive hand and arm motions; pushing, pulling, moderate lifting. Work outside and inside; moderate exposure to extreme temperatures and vehicle fumes.

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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.

Approved by \_\_\_\_\_ Date \_\_\_\_\_

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_