

BOLING INDEPENDENT SCHOOL DISTRICT

VACANCY ANNOUNCEMENT

January 11, 2016

Job Title: Special Education Bus Driver
Location: Transportation
Salary Range: 4 hrs. @ \$13.80
Work Days: 180

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 school or designated locations.

Qualifications:

Education/Certification/Requirements:

High School Degree (or GED)
Valid Texas commercial driver's license (Class B-CDL) with Bus Driver Qualifications "P" and "S" Endorsements
TEA Certification (20 hour certification or 8 hour re-certification certificate)
Bus driver certified CPR class
Fingerprinting
Pass a physical examination and drug test

Special Knowledge/Skills:

Must be 21 years of age
Ability to pass alcohol and drug test
Ability to complete required bus driver's 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 a bus
Ability to pass annual physical
Ability to pass all tests (CDL License) to drive a school bus in the State of Texas
Acceptable driving record
Ability to operate bus and job related equipment

Illustrative Duties:

- Follow assigned route and adhere to established schedules
- Drive bus to and from extracurricular activities
- Check bus for mechanical defects before and after each operation and notify supervisor of needed repairs
- Report all accidents, vehicle damage, student injuries, mechanical failure and complete required reports
- Keep records on bus mileage and number of passengers transported
- Keep assigned bus clean
- Drive bus during all weather conditions

Student Management:

- Help students with disabilities get on and off bus according to their individual needs
- Learn and adapt to each student's special medical, physical, communicative and emotional needs
- Supervise students as they board and leave bus and cross street
- Communicate with teachers and parents on a daily basis regarding student behavior while on the bus
- Maintain discipline and report student discipline problems to appropriate administrator
- Instruct students on safe riding rules and regulations

Safety

- Inspect bus which includes checking fuel, oil, water, tires, lights, brakes and steering to ensure bus can be operated safely before driving
- Observe all traffic laws and safety regulations for school bus
- Ensure proper condition of emergency equipment, such as first aid kit, fire extinguisher, flags, fuses, crow bar and reflectors

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- Correct unsafe conditions on work area that could cause an accident and inform supervisor of any conditions that are not immediately correctable
- Report any hazardous conditions along scheduled routes
- Able to drive on all road conditions

Other

- Operate two-way radio equipment to communicate with transportation office and other bus drivers
- Work irregular hours as needed
- Attend and complete required training program to maintain certification status

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

Mental Demands/Physical Demands/Environmental Factors:

- Maintain emotional control. Continual sitting, reaching and repetitive hand and arm motions; pushing, pulling, moderate lifting
- Strenuous walking, standing and/or climbing; heavy lifting and carrying
- Work outside and inside; exposure to hot and cold temperatures; exposure to dust; toxic chemicals, and materials; slippery and uneven walking surfaces; work on ladders; work alone

Application Procedure:

Contact Lindsay Mahalitic, Superintendent's Secretary, Administration Office

Application Deadline:

January 25, 2016 or until filled