



Dallas County Schools

Strengthening Education Through Service

Job Description

Job Title: School Bus Driver

Wage/Hour Status: Non-Exempt

Reports To: Transportation Supervisor

Pay Grade:

Department: Transportation

Date Revised: 10/22/15

Primary Purpose: To operate DCS vehicles in a safe, reliable, and efficient manner.

Qualifications:

Education/Certification:

High School Diploma or equivalent (ex: G.E.D.)
Meet all state (TEA) qualifications for school bus drivers

Special Knowledge/Skills:

Exceptional communications, public relations and interpersonal skills.
Must be able to communicate effectively in speaking, reading, and writing in English
Bilingual English/Spanish a plus

Major Responsibilities and Duties:

Personal Effectiveness:

1. **Positive Attitude:** Presents a positive role model for patrons that supports the goals of the Dallas County Schools.
2. **Cooperation:** Works effectively with others.
3. **Dependability:** Reports to work on time, is reliable for regular and overtime work, and is absent only with good cause.
4. **Judgement:** Exhibits good judgement in decision making and problem solving.
5. **Initiative:** Recognizes needs of job and suggests ways to improve efficiency and productivity.

Job Specific Responsibilities:

6. Operates a bus safely and efficiently transporting pupils to and from school and related activities.
7. Follows the DCS Driver Code of Conduct.

8. Maintains the Commercial Drivers License (P) at all times.
9. Accessible to dispatcher or supervisor for daily assignments.
10. Assumes charge of the bus and passengers while the bus is in route and is responsible for the safety and conduct of those transported.
11. Maintains a good working relationship with the principals and maintains a disciplined decorum of the bus conducive to safety and protection of property.
12. Assists and instructs pupils in proper loading and unloading procedures
13. Operates according to assigned schedules and routes.
14. Renders assistance, if needed, when the bus breaks down or is involved in an accident.
15. Makes neat, legible and accurate transportation records as required.
16. Reports discipline problems to the transportation supervisor and to the principal.
17. Covers routes and/or other runs as the supervisor or dispatcher directs.
18. Transports only authorized students and adult sponsors.
19. Maintains a clean bus externally and internally.
20. Reports maintenance problems to maintenance foreman in a timely manner.
21. Attends all required staff developments.
22. Demonstrates leadership with proper attendance and punctuality.
23. Follows the chain of command as noted in organizational policy.
24. Uses time wisely to ensure productivity and efficiency.

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: _____
(Supervisor)

Reviewed by: _____ Date: _____
(Employee)