

**KEMP INDEPENDENT SCHOOL DISTRICT  
JOB DESCRIPTION**

**JOB TITLE:** Bus Driver  
**SCHOOL:** District - Wide  
**REPORTS TO:** Director of Transportation  
**POSTED:** 08/16/2018

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**PRIMARY PURPOSE:**

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

**QUALIFICATIONS:**

**Education/Certification:**

Valid Texas Commercial Driver License (class B)

**Special Knowledge/Skills:**

Must be 18 years of age

Ability to follow verbal and written instructions

Acceptable driving record according to Texas Education Agency standards

**Experience:**

None required - *some preferred*

**MAJOR RESPONSIBILITIES AND DUTIES:**

1. Maintain a positive attitude toward supervisor, other drivers, students, and parents.
2. Observe all traffic laws and safety regulations for school buses.
3. Maintain safety precautions when students are boarding and departing bus.
4. Follow assigned route and adhere to established schedule.
5. Check bus for any mechanical defects before and after each usage and report defects to transportation supervisor for needed repair.

6. Communicate with school personnel and parents about student behavior while on bus through written discipline reports.
7. Keep assigned bus clean
8. Report all accidents, vehicle damage, and student injuries to transportation supervisor.
9. Drive bus on extra-curricular trip as needed or assigned by transportation supervisor.
10. Demonstrates dependability and good judgment in relation to job requirements.

## **WORKING CONDITIONS:**

### **Mental Demands:**

Maintain emotional control. Ability to communicate effectively, ability to understand verbal and written directions. Ability to maintain effective control over group of students.

### **Physical Demands/Environmental Factors:**

Continual sitting, reaching, and repetitive hand and arm motions. Ability to operate motor vehicles. Work outside and inside; moderate exposure to extreme temperature (hot) 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, duties, and skills that may be required.

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