



**Job Title:** Field Trip Driver

**Exemption Status/Test:** Non-Exempt

**Reports to:** Field Trip Coordinator

**Date Revised:** October, 2015

**Dept. /School:** Transportation Department

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**Primary Purpose:**

Provide safe and efficient transportation for students participating in the district's extracurricular programs and activities.

**Qualifications:**

**Education/Certification:**

High School Diploma or GED

Possess a clear and valid Texas Commercial Driver's License with Passenger (P) and School Bus (S) endorsements

Possess clear annual driver's license and criminal history

Successful completion of all state and local training courses

Ability to pass U.S. Department of Transportation alcohol and drug tests and annual physical exam

Must be at least 21 years of age

**Experience:**

Minimum of three (3) years' experience as a certified school bus driver, preferred

**Special Knowledge/Skills:**

Ability to operate a school bus

Ability to complete required bus driver safety training

Effective radio communication skills

Proficient map reading skills

Ability to follow written and verbal instructions

**Major Responsibilities and Duties**

1. Check bus before each operation and report any mechanical failure.
2. Display professionalism in dealing with students, parents, staff and community.
3. Approach problem solving tactfully with directness and integrity.
4. Observe all traffic laws and safety regulations for school buses.
5. Keep assigned bus clean as required.
6. Maintain professional appearance.
7. Must be mentally alert and physically able to perform job functions.
8. Follow assigned field trip as scheduled.
9. Report all accidents to proper authorities with required information.
10. Must be knowledgeable of route to field trip destination.
11. Exercise responsible leadership when transporting school children.
12. Perform other duties as may be assigned.

**Supervisory Responsibilities:**

None.

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

**Tools/Equipment Used:** School bus; safety equipment (flares, reflective signs); fire extinguisher; radio communication equipment

**Posture:** Ability to sit for prolonged periods of time

**Motion:** Continual sitting and reaching; repetitive hand and arm motions

**Environment:** Work outside and inside; moderate exposure to extreme temperature (hot) and vehicle fumes; work irregular hours as needed

**Mental Demands:** Maintain emotional control under stress

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsible and duties that may be assigned or skills that may be required.