



LA JOYA INDEPENDENT SCHOOL DISTRICT
201 East Expressway 83
La Joya, TX 78560

Job Title: Substitute Bus Driver

Wage/Hour Status: Non-Exempt

Reports to: Director of Transportation

Pay Grade: Manual Trade Employee

Dept/School: Transportation Department

Pay Grade 4

(\$10.50 - \$15.75)

*Pre-screening may be conducted by an approved medical vendor prior to starting employment.

Initiated Date: January 27, 2003

Revised Date: August 12, 2009

Primary Purpose:

Ensure safe and efficient transportation of students on assigned routes. Operate school bus so the students and other authorized personnel may enjoy the fullest possible advantage from the district's curriculum and extracurricular programs.

Qualifications:

Education/Certification:

Eighth Grade or Higher
Annual Physical Examination from an approved practicing physician of the State of Texas
Pre-employment Driver Record Check (MVR)
Driver Training Certification

Experience:

Minimum 3 years experience in public transportation or similar field with valid Texas Driving License Class A or B (CDL) and School Bus & Passenger Endorsements (SP)

Knowledge/Skills:

Knowledge of the physical, mental and emotional child development process
Knowledge all Texas State Laws, regulation, specifications of school buses
Ability to drive in rural and city areas
Knowledge of safety and emergency procedures
Ability to manage student behavior
Ability to communicate effectively
Ability to follow verbal and written instructions
Ability to complete required bus driver safety training
Ability to pass alcohol and drug test
Adequate communication and writing skills

Major Responsibilities and Duties:

1. Obey all traffic laws.
2. Observe all mandatory safety regulations and practices for school buses.
3. Maintain discipline when students are on bus.
4. Report undisciplined students to the proper authority.
5. Keep assigned bus clean.
6. Keep to assigned schedule; Report delays immediately.
7. Inspect bus before each operation for mechanical defects.
8. Notify the proper authority in case of mechanical failure.
9. Discharge students only at authorized stops.
10. Exhibit and model responsible leadership when on out-of district school trips.
11. Transport only authorized students.
12. Report all accidents and completes required reports.
13. Enforce regulations against smoking and eating on the bus.
14. Cooperate with supervisory personnel, principals, parents, and other officials.
15. Comply with Board Policy relating to dress, drugs, alcohol, and weapons.
16. Available for work as needed.
17. Perform other duties as assigned by the Transportation Director.

WORKING CONDITIONS:

Mental Demands:

Ability to maintain effective control over group of students; ability to maintain emotional control under stress.

Physical Demands/Environmental Factors:

1. Ability to stand, walk and stoop, kneel, crouch or crawl (0 to 30% of the work day).
2. Talk or hear (34 to 66% of the work day).
3. Able to sit, use hands to finger, handle or feel, push/pull and reach with hands and arms (67 to 99% of the work day).
4. Lift and carry objects weight from 10 to 15 lbs (0 to 33% of the work day).

5. Special vision, requirements include: 20/20 (corrected), ability to identify and distinguish colors. Be able to adjust eye to bring an object into sharp focus, judge distances and spatial relationships and observe an area peripherally.
6. Work environment; exposure to wet, humid conditions (34 to 67% of the work day) and working near moving mechanical parts (0 to 33% of the work day).
7. The typical noise level for the work environment is loud noise.
8. Hearing requirement include: ability to hear alarms on equipment, client calls and instructions from department staff.
9. Repetitive motion actions include: use of foot control, both feet (5-6 hrs of the work day) use of hands, both hands (5-6 hrs of the work day), grasping simple/light objects (5-6 hrs of the work day), grasping firm/heavy objects (3-4 hrs of the work day).

POSITION WORKING DAYS: As Needed

DATE POSTED:

DEADLINE: Until Filled

All applications must be submitted on line for professional and clerical positions to the La Joya I.S.D. Office of Human Resources Department. (www.lajoyaisd.com)

Applicants currently employed by the La Joya I.S.D need to submit an application, letter of intent and resume online. (www.lajoyaisd.com)
