

# Hays Consolidated ISD

## Bus Driver/Lead Trainer - Transportation (213906-092316)

### JOB POSTING

---

#### Job Details

*Title* **Bus Driver/Lead Trainer - Transportation**  
*Posting ID* **213906-092316**  
*Description* **Wage/Hour Status: Non-Exempt**  
  
**Pay Grade: AU07**

#### **Primary Purpose:**

Primary responsibilities involve communication with bus drivers during their am/pm and mid day routes and provide directives as required. Lead drivers serve as substitute drivers or monitors as needed and assist with the dispatch duties. Trainers develop and present courses of instruction in all phases of transportation. They are also mentors for other drivers and monitors.

#### **Qualifications:**

##### **Minimum Education/Certification:**

High school diploma or equivalent  
Valid Texas CDL with passenger and school bus endorsements  
Valid Texas School Bus Driver Certification  
Must pass school bus driver physical examination for physical and emotional stability  
Must be able to read, write and speak English

##### **Special Knowledge/Skills:**

Knowledge of vehicle's operating characteristics – enables driver to display sound judgment and practical decision making in critical situations  
Verbal communication skills on two way radio  
Effectively communicate verbally and in writing  
Problem solving abilities  
Knowledge of the road, subdivisions, campuses, and individual school  
Knowledge of student discipline procedures  
Must have interest in and empathy for children  
Must have the ability to understand and carry out written and oral instructions  
Must have and maintain a satisfactory criminal background that reflects a professional and which meets all company, local school district, state, and federal requirements  
Must be able to read and interpret schedules and forms as well as read and use a map  
Must be physically able to climb in and out of the school bus emergency doors to evacuate the bus in an emergency  
Must be able to learn and use the databases associated with the routing and dispatch functions  
Ability to make critical decisions in pressure situation  
Ability to handle multiple tasks simultaneously

##### **Experience:**

Demonstrate proficiency as a school bus driver. Prior experience as a trainer and as an organizer a plus

##### **Major Responsibilities and Duties:**

1. Provide oversight and mentoring functions for bus crews by performing all the duties of a regular and special driver and monitor.
2. Supervise teams in safe and effective bus transportation procedures, to ensure compliance with laws, district policy, and department goals.

3. Provide a roll model that will foster healthy self-images and professional attitudes in employees.
4. Develop, organize, and conduct training classes in all areas of training designed to provide fully qualified bus crews and other functions involved in district operations
5. Demonstrate thorough preventive maintenance procedures in pre and post trip bus inspection to keep bus in good operating condition.
6. Demonstrate the principles of first aid. First aid is the immediate and temporary care given to the victim and an accident or sudden illness until the service of a health professional can be obtained. Common sense and a few simple rules are the key to effective first aid.
7. Demonstrate proper responsibilities and techniques when serving the needs of Special Needs students in a special education services setting.
8. Demonstrate prescribed and proper student management techniques to maintain a safe and orderly atmosphere on the bus.
9. Provide direct supervision of drivers/monitors in scheduling, preparing, and conducting school bus transportation services.
10. Provide VersaTrans routing of all students and production of route sheets, maps, stop indices, and all pertinent information on each route for regular school year, summer school and activity routes. Keep assigned routes updated and compose letters to parents for significant route changes.
11. Manage teams of drivers/monitors for designated schools to keep route products current and cost effective.
12. Help prepare TEA route descriptions, mileage information, and monthly ridership data for state reporting purposes.
13. Provide backup assistance to the Regular or Special Needs team to provide continuity across the spectrum of bus transportation functions.
14. Physical fitness is a key to safe driving!
15. Perform other duties as assigned.

**Supervisory Responsibilities:**

Supervise and evaluate performance of assigned drivers and monitors

**Equipment Used:**

School bus and all related equipment, personal computer, designated transportation operations software programs, copier, adding machine, telephone, two-way radio, fax machine, TV VCR, and bus camera

**Working Conditions:**

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

Paperwork processing, bending, stooping, stretching, twisting, turning, reaching, lifting (50 lbs. for 5 feet), carrying, pulling (20 lbs.), pushing, climbing, and extensive sitting, possibility of extended hours, outside, excessive heat, excessive cold, excessive humidity, excessive dampness or chilling, intermittent noise, fumes, wind, dust, walking, repetitive motions, seeing day and night vision, riding on rough road, bouncing, bus vibrations. Emotionally well balanced to be able to deal with any emergency situation that could arise.

**EEOC Statement:**

Hays Consolidated I.S.D. will not discriminate against any person in employment or exclude any person from participating in or receiving benefits of any of its activities or programs on any basis prohibited on the bases of race, religion, color, sex (including pregnancy and gender identity), sexual orientation, parental status, national origin, age, disability, family medical history or genetic information, political affiliation, military service, or any other non-merit based factor. These protections extend to all management practices and decisions, including recruitment and hiring practices, appraisal systems, promotions, and training and career development programs.

*Shift Type*

**Full-Time**

*Salary Range*

**\$16.61 - \$20.76 / Hourly (Nonexempt)**

*Location*

**Transportation**

**Applications Accepted**

*Start Date*

**09/23/2016**

*End Date*

**10/03/2016**