



# Northside Independent School District

## DEPARTMENT OF HUMAN RESOURCES

JOB POSTING NUMBER: 0305017

### GENERAL EMPLOYMENT NOTICE

#### BUS DRIVER

#### Transportation Department

#### (Potential Openings)

**\*\*\*All applicants must complete the accompanying Job Match Profile for full consideration\*\*\***

#### MINIMUM QUALIFICATIONS

- High School Diploma or General Equivalency Diploma (GED) preferred
- Minimum of 1 year experience preferred driving a commercial or large vehicle
- Valid Texas Commercial Drivers License Class B with "P" and "S" Passenger endorsement or training will be provided (No record of DWI or convictions for the past 10 years and acceptable driving records according to Texas Department of Public Safety standards)
- Must be 21 years of age
- Must pass pre-employment annual State required physical examination
- Must pass pre-employment drug test
- Must have satisfactory outcome of fingerprinting check prior to starting employment. Non-refundable fee paid by employee.

#### SPECIAL KNOWLEDGE/SKILLS/ABILITIES

- Knowledge of student discipline procedures.
- Skill in operating any size standard or automatic bus.
- Ability to read, understand, and communicate in English.
- Ability to complete required bus driver safety training.
- Ability to follow written and verbal instructions.
- Ability to communicate effectively with diverse groups of individuals in a professional manner.
- Ability to manage student behavior.

#### ESSENTIAL FUNCTIONS

1. Drive bus, follow route(s), adhere to established schedules, and observe all traffic laws and safety regulations.
2. Instruct students on safe rules and regulations to board, ride, and depart bus and of crossing the street.
3. Report student discipline/behavior issues to campus administration and bus station management.
4. Document all accidents, vehicle damage, student injuries and mechanical failures and complete all required reports.
5. Keep records on number of passengers transported.
6. Keep assigned bus clean and fueled, check bus for mechanical defects before/after each operation, and report needed repairs to maintenance.
7. Learn and adapt to each student's special medical, physical, communicative, and emotional needs.
8. Ensure proper condition of emergency equipment such as first aid and body fluid kits, fire extinguisher, reflectors, seat belts, vests, car seats etc.
9. Follow emergency procedures and administer CPR or first aid if necessary.
10. Operate communication equipment to communicate with transportation office.
11. Follow established procedures and techniques to meet high standards of cleanliness, health and safety and reports any conditions that are not correctable to supervisor immediately.
12. Perform other duties as assigned.

#### PHYSICAL DEMANDS/WORKING CONDITION

Lifts/carries 10–50 pounds frequently, 50–60 pounds occasionally, more than 60 pounds infrequently with assistance. Pushing/pulling 10-70 pounds sporadically. Maintain emotional control under stress. Continual sitting, walking, climbing, or reaching, and repetitive hand and arm motions. Occasional stooping, bending, kneeling. Work outside and inside; work around vehicles and machinery with moving parts; exposure to extreme temperatures and vehicle fumes. May be exposed to body fluids and other contagions.

**REPORTS TO:** Station Manager

**TYPE OF ASSIGNMENT:** Part-Time, Non-Exempt

**MINIMUM HOURLY RATE:** \$11.37

**WORK DAYS:** 187

**PAY GRADE:** H4

**NORTHSIDE INDEPENDENT SCHOOL DISTRICT OFFERS EXCELLENT FRINGE BENEFITS!**

**Internal Applicants** – Submit a [Job Match Profile](#) form (click on link or available in Human Resources Office.)

**External Applicants** – Submit a completed [Application for Auxiliary and Classified Employment](#) and [Job Match Profile](#) form (click on link or available in Human Resources.) ALSO copies of required credentials to support the qualifications as posted in the job announcement must be submitted to Human Resources at time of application.

*Only those persons who meet the minimum qualifications as posted, and submit a completed application for employment, with supporting credentials will be considered for the position. The complete application packet should be submitted/mailed to:*

**Northside ISD  
Human Resources  
5617 Grissom Road  
San Antonio, TX 78238**

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