



**GENERAL EMPLOYMENT NOTICE**  
**BUS DRIVER – PART-TIME**  
**Transportation Department**  
**(Potential Openings)**

**MINIMUM QUALIFICATIONS**

**(Only those persons who meet the minimum qualifications as posted should apply)**

- High School Diploma or Accredited General Equivalency Diploma (GED) (preferred)  
Note: Proof of U.S. equivalency must be provided if diploma is from outside of the United States
- Minimum of 1 year experience driving a commercial or large vehicle (desired)
- 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. ([Click here](#) for list of DOT requirements)
- Must pass pre-employment drug test
- Must pass human performance evaluation
- Must have satisfactory outcome of fingerprinting check prior to starting employment.

**SPECIAL KNOWLEDGE/SKILLS/ABILITIES**

- Knowledge of student discipline procedures.
- Skill in operating any automatic size 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. Safely operate 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. Demonstrate good attendance and punctuality.
13. Perform other duties as assigned.

**PHYSICAL DEMANDS/WORKING CONDITION**

Daily attendance and punctuality at work are essential functions of the job. Maintain emotional control under stress. Lifts/carries 10–50 pounds frequently, 50–60 pounds occasionally, more than 60 pounds infrequently with assistance. Pushing/pulling 10-70 pounds sporadically. Safely operate bus, including steering, operating pedals, shifting gears, opening/closing doors, within confined space of driver's seat. Evacuate bus through confined space of emergency exits. 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.

**TERMS OF EMPLOYMENT**

**REPORTS TO:** Station Manager

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

*(All route assignments subject to early morning or evening hours)*

**HOURLY RATE:** \$14.16

**MINIMUM WORK DAYS:** 187

**PAY GRADE:** XB55

*(Increase to \$14.41 after 6 months)*

*(20 HOURS PER WEEK)*

**NOTICE: If you are selected for a job with NISD, your immediate supervisor will be contacted prior to a final employment offer being made.**