



# SOCORRO INDEPENDENT SCHOOL DISTRICT

Department of Human Resources

## JOB DESCRIPTION

**Job Title:** Bus Driver

**Salary Block:** 4BD

**Reports To:** Transportation Coordinator

**Terms of Employment:** 187 Days

**Exemption Status:** Non-Exempt

### Primary Purpose:

The primary duties of this employee are to transport students to schools and district functions as needed.

### Qualifications:

#### Education/Certification/Requirements:

- High school diploma/equivalent or higher (Preferred)
- Must possess a Valid Texas Commercial Driver's License (CDL)
- Class A or B with a "P" and "S" Endorsement (Socorro ISD Transportation Department will assist with the "P" and "S" endorsements which must be acquired within 90 days of employment)
- Acceptable driving record
- Must pass employment Physical/Drug screening

#### Special Knowledge/Skills:

- Able to lift to 50 lbs.
- Demonstrate the ability to effectively communicate in English (verbal and written) with district employees, parents, students, and the general public

### Major Responsibilities and Duties:

1. Passes an annual physical as required by state law.
2. Obtains a Region XIX School Bus Driver Certificate within thirty (30) days after employment.
3. Exhibits proper safety habits.
4. Performs as Lead Bus Driver when necessary.
5. Duties will consist of the following:
  - a. Acts as liaison and problem solver between the Transportation Department and the community with transportation-related problems.
  - b. Instructs school bus drivers as to routes and schedules.
  - c. Provides Transportation Coordinator, Supervisors, Secretary, and Dispatcher with route information data that is requested.
  - d. Performs as substitute, regular bus driver, or monitor as needed.
  - e. Maintains a flexible work schedule.
  - f. Assists in training school bus driver applicants.
6. Obeys all traffic laws.
7. Observes all mandatory safety regulations for school buses.
8. Maintains discipline when students are on bus.
9. Reports undisciplined students to the proper authority and files appropriate misconduct form with supervisor.
10. Keeps assigned bus clean.
11. Keeps to assigned schedule, route, and designated stops.

ADOPTED: 3-5-85 AMENDED: 11-6-90, 3-2-93, 8-24-95, 11-30-04, 5-23-05, 8-24-05, 7-27-06, 8-4-06, 8-31-06, 2-9-09  
6-25-09, 2-1-10, 12-11-12, 10-5-16, 10-23-17, 09-25-19, 2-3-2020, 5-19-2020, 2-13-23, 8-11-2025

## Bus Driver

12. Checks bus before, during and after each operation for mechanical defects.
13. Notifies the proper authority in case of mechanical failure or lateness.
14. Discharges students only at authorized stops.
15. Exercises responsible leadership when on out-of-district school trips.
16. Transports only authorized students.
17. Reports all accidents and completes required reports.
18. Upholds and adheres to safety rules and policies of the SISD safety program.
19. Supports the goals and objectives of the school district and follows all district policies.
20. Performs any other duties as assigned by the appropriate supervisor.
21. Demonstrates the ability to attend work on a regular and routine basis to avoid disruption to district operations.
22. Provides optimal customer service to all students, employees, parents, community members and any other stakeholders of the district.

### Mental Demands/Physical Demands/Environmental Factors:

**Mental Demands:** Reading; ability to communicate effectively in English (verbal and written); maintain emotional control under stress.

**Physical Demands/Environmental Factors:** Clear speech, ability to drive school bus and other motor vehicles; repetitive hand motions; shift work. Frequent standing, walking, and/or climbing; lifting and carrying; stooping, bending, kneeling, reaching. Work outside and inside; work around moving objects.

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

**Evaluation:** Performance of this job will be evaluated in accordance with the provisions of Board policy.

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Employee Name (please print)

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Signature

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Date

Socorro Independent School District does not discriminate on the basis of race, color, religion, gender, sex, national origin, age, disability, military status, genetic information, or any other basis prohibited by law in its employment practices or in providing education services, activities, and programs, including career and technical education (vocational programs). For additional information regarding Socorro Independent School District's policy of nondiscrimination contact the Chief of Human Resources Officer at (915) 937-0201, 12440 Rojas Dr., El Paso, TX 79928.

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