



Job Title: Field Trip Driver

Exemption Status/Test: Non-Exempt

Reports to: Transportation Field Trip Supervisor

Date Revised: April 2021

Dept. /School: Transportation

Primary Purpose:

Operate a school bus providing safe and orderly transportation of students and other authorized personnel on extracurricular field trip.

Qualifications:

Required:

Education/Certification:

High school diploma or GED

Clear and valid driver's license with CDL certification and P and S endorsements (or the ability to obtain such license)

DOT Medical Examiner's Certificate including a clear drug and alcohol screen (or the ability to obtain the MEC)

Satisfactory annual driver's license and background check

Successful completion of all state and local training courses

Preferred:

Prior experience as a certified school bus driver

Experience:

Must be at least 21 years of age

Special Knowledge/Skills:

Ability to operate a school bus

Ability to complete required bus driver safety training

Ability to manage student behavior for safe transport to and from school

Ability to verbally interact with staff, parents, students, and the public in a positive manner

Ability to communicate effectively and appropriately via two-way radios

Ability to pass annual and random Dept. of Transportation physical/drug and alcohol testing

Ability to read maps/interpret directions for assigned route

Ability to follow written and verbal instructions

Ability to physically perform front and rear door bus evacuations

Ability to read and understand documents, including policies and procedure manuals

Major Responsibilities and Duties:

1. Safely transport students to and from extracurricular events per field trip instructions.
2. Instruct students on safe procedures for boarding and exiting a school bus.
3. Instruct and enforce school bus passenger rules and regulations.
4. Monitor students and other extracurricular passengers while they board, exit, and cross the street.
5. Perform safe and orderly evacuation of students from bus during emergencies.
6. Complete pre-trip and post-trip inspection report.

7. Complete field trip report and return to field trip office.
8. Report any mechanical issues or failures to the maintenance service writer.
9. Ensure proper condition of emergency equipment, such as first aid kit, fire extinguisher, flags, fuses, crowbar, and reflector.
10. Before stopping, operate stop sign and flashing lights on bus to alert traffic
11. Anticipate problems such as traffic, weather, road conditions, and schedule changes and make necessary adjustments to ensure student safety and reduce delays.
12. Follow safety procedures to ensure driver and all passengers are safe.
13. Display professionalism in dealing with students, parents, staff, and community.
14. Approach problem solving tactfully with directness and integrity.
15. Exert a positive influence and work in harmony with associates.
16. Respond to suggestions for improvement in a positive manner.
17. Observe all traffic laws and safety regulations for school buses.
18. Keep assigned bus clean and tidy.
19. Maintain professional appearance and do not wear open toe shoes.
20. Be mentally alert and physically able to perform all job functions.
21. Report all accidents to proper authorities with required information and within the appropriate time frame.
22. Demonstrate support for and compliance with Garland ISD policies and procedures.
23. Maintain discipline and use appropriate and effective behavior management control over student passengers.
24. Communicate with school faculty and chaperones in regard to proper student behavior on the bus.

Supervisory Responsibilities:

None.

Mental Demands/Physical Demands/Environmental Factors

Tools/Equipment Used: School bus operation; safety equipment; fire extinguisher; and radio communication equipment

Posture: Ability to sit for prolonged periods; occasional bending/stooping, pushing/pulling, and twisting

Motion: Prolonged sitting and reaching; repetitive hand and arm motions

Lifting: Occasional light lifting and carrying (less than 25 pounds)

Environment: Work outside and inside with moderate exposure to extreme temperatures (hot and cold) and weather conditions; moderate exposure to vehicle fumes; work irregular hours as needed

Mental Demands: Maintain emotional control under stress

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