

Position: Lead Bus Driver (20-21)

Start Date: July 1, 2020

Compensation: \$21/hr + benefits/PTO

Reporting To: Transportation Manager

Austin Achieve Public Schools is a tuition-free, open-enrollment public charter school preparing East Austin youth to attend and excel at the nation's top colleges and universities. The Lead Bus Driver's primary responsibilities involve communication with bus drivers during their AM/PM and mid-day routes, providing mentoring as necessary, and to collaborate and interact with others in a positive, effective manner. Lead Drivers will serve as a substitute driver or monitor as needed, and dispatch fleet operations. Additionally, this role will provide administrative support for the Transportation Manager as needed.

Essential Duties and Responsibilities:

- **Provide safe transportation for all students by having "0" preventable incidents/accidents**
 - Drives a school bus safely in accordance with time schedules; transporting students to and from their homes, a variety of school sites, and on field trips as assigned
 - Observes all traffic laws and safety regulations for school buses.
 - Maintains order and proper discipline of passengers; resolving disputes, documents and reports severe disciplinary cases
 - Conducts established safety and operational inspection of assigned vehicle daily
 - Performs pre- and post-trip inspections according to specifications to ensure bus can be operated safely and notify supervisor of needed repairs
 - Operates and monitors two-way radio equipment to communicate with the Department of Transportation and other drivers.
 - Reports all accidents, vehicle damage, student injuries, and mechanical failure problems and complete required
 - Reports any hazardous conditions along the scheduled route
 - Conduct safety audits and folder checks
- **Create a work environment where team members thrive with a minimum of 85% transportation staff retention**
 - Support with driver recruiting and training
 - Assist Transportation Manager with staff appreciation events

Statement of Non-Discrimination: In keeping with our beliefs and goals, no employee or applicant will face discrimination/harassment based on race, color, ancestry, national origin, religion, age, gender, marital/domestic partner status, sexual orientation, gender identity, disability status, or veteran status. People of diverse backgrounds are strongly encouraged to apply.

- When not on the route, serve as a dispatcher, monitor, or substitute bus driver
- **Promote positive student conduct and ability to manage student behavior**
 - Instruct students on safe entering, exiting, and safe riding passenger rules and regulations.
 - Supervise students while they are on board
 - Maintains discipline and use effective behavior management control over groups of students.
- **Understands the basics of transporting students**
 - Oversees the loading and unloading of students, releasing students to an authorized individual, and assures that safety belts are fastened in passenger vans
 - Maintains a variety of records and reports including but not limited to mileage, routing, maintenance, time schedules, and the number of passengers transported
 - Promptly notifies appropriate individuals of any delays in scheduled route
 - Ensure to always have proper credentials updated accordingly to DOT and Austin Achieve Public Schools policy
 - Keep the assigned bus clean and maintain an appropriate level of fuel.
 - Performs emergency evacuation of students on the bus when situation warrants
 - Ensures proper condition of emergency equipment, such as first aid kit, fire extinguisher, flags, fuses, crowbar, and reflector.
- Corrects unsafe conditions in the work area and promptly report conditions that are not immediately correctable to supervisor.

Competencies:

- Predictable and regular attendance
- Committed to providing excellent customer service
- Must be able to understand and take directions and feedback well
- Able to accept negative and positive feedback
- Able to self-reflect on own performance to improve the operation
- Must manage multiple tasks by prioritizing work
- Needs to adapt to changing circumstances while performing various tasks
- Handle various tasks simultaneously within established time constraints
- Be able to work on an open calendar
- Able to work on evenings, weekends, holidays, etc.
- Expected to work 30 hours per week – Not including Extra Curricular Activities assigned by campus

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- Able to work extended hours when necessary to meet business needs
- Maintain emotional control under stress.

Qualifications:

- Valid Texas driver's license (A or B CDL) with passenger/school bus endorsements
- Ability to complete required bus driver safety training and bus driver certification from TEA
- Safe driving record verified by Texas Department of Public Safety (meets and maintains liability coverage eligibility)
- Shall be subject to random testing for alcohol or controlled substance that violates the law or federal regulations
- Candidate must have a satisfactory outcome of fingerprinting background check. Non-refundable fee (approximately \$50) paid by the employee.

Physical Demands/Mental Demands/Environmental Factors

The working conditions described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

- Continual sitting, reaching, and repetitive hand and arm motions, work outside and inside; moderate exposure to extreme temperature (hot) and vehicle fumes.
- Exposure to dampness and humidity, toxic chemicals, exhaust fumes, gasoline, and diesel fuel.
- Regularly lift and/or move up to 75 pounds; occasionally required to stand, walk, reach with hands and arms.
- Specific vision abilities required by this job include close vision, distance vision, and peripheral vision

Please visit austinachieve.org/careers to submit your application. For more information, please email District Operations Coordinator, [Laura Avila](mailto:lavila@austinachieve.org), at lavila@austinachieve.org.

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