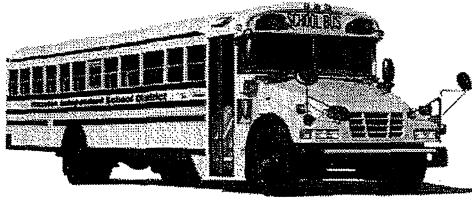


# HISD IS NOW HIRING

## SCHOOL BUS DRIVERS



### Bus Driver Requirements

- At least 18 years of age
- Valid Texas Driver's License
- Ability to pass a background investigation
- Motor Vehicle Report below 6 points
- Ability to pass drug/alcohol screening
- Ability to pass DOT Physical
- Ability to communicate in English orally and in writing
- Customer service oriented

**School Bus Drivers starting pay \$16.16 per hour**

**Up to \$1200 Attendance Incentive and \$250 Sign on Bonus for New Hires!**

**Free CDL Training, Guaranteed Route Hours, Flexible schedules,  
High Tech Buses, Health, Dental, Vision & Retirement plans available**

**Extra pay for Field Trips and Special Assignments**

**For immediate consideration, interested candidates should apply in person  
at one of our four locations Monday through Friday between the hours of**

**8am-5:00pm.**

**BARNETT MOTOR POOL  
6700 FAIRWAY  
HOUSTON, TX 77087  
713-845-5022**

**BUTLER MOTOR POOL  
6690 CARVED ROCK  
HOUSTON, TX 77085  
713-726-2100**

**CENTRAL MOTOR POOL  
7700 WALLISVILLE ROAD (BUILDING 40)  
HOUSTON, TX 77020  
713-676-9434**

**NORTHWEST TERMINAL  
6351 PINEMONT DR.  
HOUSTON, TX 77092  
713-613-3049**

 [www.houstonisd.org](http://www.houstonisd.org)

**Equal Opportunity Employer**



## Houston Independent School District Job Description

<b>POSITION TITLE:</b> Bus Driver		<b>CONTRACT LENGTH:</b> Hrly
<b>DATE:</b> 04/30/09		<b>DATE OF LAST REVISION:</b> 04/30/09
<b>JOB CODE:</b> TS007H	<b>PAY GRADE:</b> 20	<b>FLSA EXEMPTION STATUS:</b> NE
<b>Job Family – Transportation</b>		

### JOB SUMMARY

Under direct supervision, picks up students at designated stops and transports students in a safe and timely manner.

### MAJOR DUTIES & RESPONSIBILITIES

<b>List most important duties first</b>	
1.	Picks up students at designated stops and delivers students to designated locations in the HISD areas.
2.	Picks up students at designated stops and delivers students to designated locations in the HISD areas.
3.	Completes the code of conduct sheets and submits to the supervisor.
4.	Performs all job duties in a safe and timely manner. Complies with local traffic regulations. Reports delays or accidents.
5.	Verifies that equipment is operating correctly.
6.	Performs other job-related duties as assigned.



## Houston Independent School District

### Job Description

<b>EDUCATION</b> High School Diploma or GED
<b>WORK EXPERIENCE</b> 6 months to 1 year
<b>TYPE OF SKILL AND/OR REQUIRED LICENSING/CERTIFICATION</b> Vehicles (e.g., automobile, truck, tractor, forklift) Class B CDL Certification Operation of 2-way radios, cell phones, e-mail, all types of school buses (regular and special education) and special needs equipment.
<b>LEADERSHIP RESPONSIBILITIES</b> No supervisory or direct people management responsibilities. May provide occasional work guidance, technical advice and training to staff.
<b>WORK COMPLEXITY/INDEPENDENT JUDGMENT</b> Work and tasks are often straightforward, routine, structured and guided by established policies and procedures. Little, if any, independent judgment is required, outside of making basic choices in the selection and application of established methods. The job receives frequent, ongoing supervision. <b>BUDGET AUTHORITY</b> No budget development activity is required.
<b>PROBLEM SOLVING</b> Decisions are made on routine matters affecting few individuals and usually within the confines of the job's own department. Specific job activities and results are typically reviewed closely. There are limited requirements for developing new ideas or changes in methods, procedures or services. <b>IMPACT OF DECISIONS</b> Follows rules and procedures. Decisions can have minimal or no impact to HISD. Errors can be readily detected, usually by the employee, and, if made, would result in minor expense for correction.
<b>COMMUNICATION/INTERACTIONS</b> Information sharing - gives and receives information such as options, technical direction, instructions and reporting results. Interactions are mostly with customers, own supervisor and coworkers in own and other departments.
<b>CUSTOMER RELATIONSHIPS</b> Follows through with customer inquiries, requests and complaints. Forwards difficult and non-routine inquiries or requests to appropriate level for resolution.
<b>WORKING/ENVIRONMENTAL CONDITIONS</b> Work involves some exposure to moderate risk of accident and requires following basic safety precautions. Ability to carry and/or lift up to 15 to 44 pounds.