

**Job Title:** Cover Driver

**Wage/Hour Status:** Non-exempt

**Reports to:** Transportation Coordinator

**Pay Grade:**

**Dept/School:** Transportation/Navarro ISD

**Date Approved:** June, 2007

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**PRIMARY PURPOSE:** Cover any open or available route to transport students over specified routes according to a strict time schedule.

**QUALIFICATIONS:**

**Education/Certifications:**

Valid Texas commercial driver's license (Class B) w/passenger and "S" endorsements  
TEA Certified

**Special Knowledge/Skills:**

Ability to pass a yearly DOT physical  
Ability to pass alcohol and drug test  
Ability to complete required bus driver safety training  
Exceptional driving record  
Excellent knowledge of the areas served  
Well-established student management techniques.  
Acceptable Criminal History Record

**MAJOR RESPONSIBILITIES AND DUTIES:**

1. Drives a school bus safely and professionally.
2. Performs and properly completes daily pre-trip/post trip inspections.
3. Complies with all traffic ordinances.
4. Supports and enforces discipline policies set forth in the district's student code of conduct.
5. Participates in on-site required training.
6. Shows proficiency in handling and maneuvering school bus.
7. Supervises students while transporting them.
8. Report mechanical problems to supervisor.

9. Operate bus as needed and be familiar with bus routes.
10. Maintain assigned bus clean.
11. Respond to after-hours emergency calls, if necessary.
12. Understand laws and regulations on transportation and safety.
13. Other responsibilities as assigned by staff in supervisory positions.

**EQUIPMENT USED:**

Hand held two-way radios, fire extinguisher, installed two-way radio, school bus and district vehicles.

**WORKING CONDITIONS:**

**Physical Demands/Environmental Factors**

Moderate walking, standing, exposure to exhaust fumes, and gasoline.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board Policy on Evaluation of Auxiliary personnel