



# HARLANDALE INDEPENDENT SCHOOL DISTRICT

*"A family working together"*

## **JOB ANNOUNCEMENT**

### **SUBSTITUTE BUS DRIVERS** TRANSPORTATION DEPARTMENT

**Hourly Rate Range:**     **\$11.96**

**POSITION SUMMARY:** This position is responsible for operating a school bus, transporting students and/or designated district personnel to and from school within a designated route(s) and ensuring the safety of passengers in school vehicles.

**REPORTS TO:** Transportation Director

**MINIMUM SKILLS/QUALIFICATIONS:**

1. High School Diploma or GED from a state accredited high school or education program or minimum 3 years commercial driving experience.
2. Valid Texas CDL-Class B Driver License with P and S endorsements preferred
3. Acceptable driving record according to Texas DPS
4. Meet TDPS requirements for school bus driver
5. Good oral and written communications skills
6. Thorough knowledge of state traffic law, particularly as it relates to school transportation
7. Basic mechanical knowledge to perform routine maintenance checks of buses
8. Texas State School Bus Driver's Certificate preferred
9. Ability to read a map and write route descriptions
10. Willing to obtain a Red Cross First Aid Certificate and other job related trainings
11. Meet physical requirements of the position description
12. Pass annual physical exam approved by T.D.P.S.
13. Must be able to drive and maintain an acceptable driving record due to insurance requirements regarding district vehicles.
14. Perform other duties as assigned

**APPLICATION PROCEDURES:**

- **IN DISTRICT:** Employees must submit a complete resume and letter of interest.
- **OUT OF DISTRICT:**
  - 1) Must complete an online application to include work history
  - 2) Must submit a resume

**INTERESTED PERSONS MUST SUBMIT THE APPROPRIATE DOCUMENTS TO:**

Elias Hernandez, Human Resources Auxiliary Coordinator  
Harlandale Independent School District  
102 Genevieve  
San Antonio, Texas 78214-2997  
(210) 989-4410

Applicants chosen for an interview will be contacted about the date and time.

**WORKING DAYS, WORKING HOURS, DUTY ASSIGNMENT AND JOB LOCATIONS ARE SUBJECT TO CHANGE.**

*The Harlandale Independent School District does not discriminate against any employee or applicant for employment because of race, color, religion, gender, national origin, age, disability, military status, genetic information or on any other basis prohibited by law.*

*An Equal Opportunity Employer  
The following person has been designated as the Title IX Coordinator:  
Diana Tudyk, Executive Director of Human Resources  
102 Genevieve  
San Antonio, Texas 78214  
(210) 989-4410*