



Student Transportation Driver Job Description

Position Title: Student Transportation Driver

Organization: The Parent Teacher Collaborative (TPTC)

Location: Houston, Texas, primarily serving Blackshear Elementary School and surrounding communities

Reports To: Chief Executive Officer

Employment Classification: Part-time, hourly, nonexempt employee

Funding Status: Program-funded position

Estimated Schedule: Approximately 5 hours per week, primarily weekday mornings on scheduled school days

Compensation: \$35 per hour

About The Parent Teacher Collaborative

The Parent Teacher Collaborative (TPTC) is a school- and community-based nonprofit organization that works to improve student outcomes by building strong partnerships among parents, educators, and community members. TPTC provides family engagement programs, parent leadership opportunities, youth enrichment, school partnership support, and professional learning designed to strengthen school communities and advance student success.

Position Summary

The Student Transportation Driver supports TPTC's work at Blackshear Elementary School by providing safe, reliable transportation for approved students.

The primary responsibility of this position is to complete scheduled **morning student pickups**, transporting students from approved homes or designated pickup locations to Blackshear Elementary School safely and on time. The employee may also be assigned transportation for TPTC programs, field trips, family events, after-school activities, or other approved organizational activities.

Because this position involves direct responsibility for transporting children, the driver is expected to demonstrate a high level of reliability, sound judgment, professionalism, and attention to safety at all times.

Work Location and Schedule

Work will primarily involve driving within the Blackshear Elementary and Third Ward community and transporting students to Blackshear Elementary School.

- Morning transportation will generally occur on scheduled school days.
- Exact routes, pickup locations, and reporting times will be assigned by TPTC.
- Hours may vary based on the number of students receiving transportation, school schedules, program needs, and available funding.
- Additional morning, afternoon, evening, weekend, field-trip, or special-event transportation may occasionally be assigned.
- Schedules will be provided or coordinated in advance when possible but may change based on student or program needs.
- Employees must accurately record all time worked and may not perform work before or after scheduled hours without authorization.
- Employees may not perform off-the-clock work.

Primary Responsibilities

Student Transportation and Safety

- Complete assigned morning transportation routes and safely transport approved students to Blackshear Elementary School.
- Arrive at the designated vehicle location and begin routes at the assigned time.
- Follow approved routes, pickup locations, schedules, and transportation instructions.
- Confirm that only students and other passengers authorized by TPTC are transported in the vehicle.
- Ensure students safely enter, ride in, and exit the vehicle.
- Ensure all passengers use required seat belts, car seats, booster seats, or other safety restraints when applicable.
- Follow established procedures for student pickup, drop-off, release, and attendance.
- Never leave students unattended in the vehicle.
- Check the entire vehicle at the conclusion of every route to ensure no child, passenger, or personal belonging remains inside.

- Maintain appropriate student behavior and immediately report significant behavioral or safety concerns to TPTC.
- Follow all applicable traffic laws, vehicle safety requirements, TPTC policies, and school procedures.

Vehicle Operations and Maintenance

- Conduct required pre-trip and post-trip safety checks.
- Monitor basic vehicle conditions, including tires, lights, fuel level, warning indicators, cleanliness, and visible damage.
- Maintain the vehicle in a clean, orderly, and safe condition.
- Fuel the vehicle or complete other basic vehicle-related tasks when assigned.
- Maintain mileage, route, inspection, fuel, or other vehicle records required by TPTC.
- Immediately notify TPTC of mechanical problems, warning lights, damage, accidents, citations, or other vehicle concerns.
- Use the TPTC vehicle only for authorized organizational purposes.
- Do not allow unauthorized individuals to operate or ride in the vehicle.

Family and School Communication

- Maintain professional and respectful communication with students, parents and caregivers, Blackshear Elementary staff, and TPTC team members.
- Communicate promptly with TPTC regarding student absences, missed pickups, delays, route problems, emergencies, or other concerns.
- Follow TPTC procedures regarding communication with families.
- Maintain confidentiality regarding student addresses, contact information, transportation arrangements, and other student or family information.
- Represent TPTC professionally when interacting with families, school personnel, community partners, and members of the public.

Documentation and Administrative Responsibilities

- Maintain accurate student transportation and attendance records.
- Complete required mileage, vehicle inspection, incident, accident, or transportation documentation.
- Submit documentation according to established timelines.

- Participate in required team meetings, check-ins, training, or transportation planning as assigned.
- Immediately report accidents, injuries, safety concerns, student incidents, or other significant events to the appropriate TPTC staff member.

Required Trainings and Clearances

The employee must successfully complete and maintain all trainings, checks, and clearances required by TPTC for the position, which may include:

- Criminal background screening
- Motor vehicle record review
- Driver and vehicle safety training
- TPTC transportation policies and procedures
- Student safety and supervision training
- Emergency and accident procedures
- Confidentiality training
- Mandated-reporting guidance
- School or district-required screening or orientation
- CPR, first aid, or other safety training when required by TPTC or applicable program requirements

Required training, meetings, and professional-development activities designated as mandatory will be recorded and paid as work time.

Minimum Qualifications

Applicants must:

- Be at least **21 years of age**.
- Hold a current and valid Texas driver's license appropriate for the vehicle being operated.
- Maintain an acceptable driving record as determined by TPTC and its insurance requirements.
- Successfully complete a motor vehicle record check and required background screening.
- Meet all requirements necessary to be approved to operate a TPTC vehicle and transport students.



- Be able to safely and confidently operate a passenger van in Houston-area traffic.
- Be available and consistently punctual for scheduled early-morning transportation routes.
- Demonstrate good judgment and the ability to respond appropriately to unexpected situations.
- Follow written and verbal directions, schedules, routes, policies, and safety procedures.
- Communicate professionally with students, families, school staff, and TPTC staff.
- Maintain confidentiality and exercise appropriate judgment when working with children and families.
- Be able to use a mobile phone for navigation, transportation communication, and required documentation.

Previous experience transporting children, operating passenger vans, working in a school environment, or working with youth-serving organizations is preferred but not required.

Continued employment in the driver role is contingent upon maintaining all required licenses, clearances, insurance eligibility, and driving qualifications.

Personal Attributes

The successful employee should be:

- Reliable, punctual, and consistent.
- Safety-conscious and attentive.
- Patient and respectful when working with children and families.
- Professional and responsible.
- Calm and able to exercise good judgment during unexpected situations.
- Comfortable working independently while following established procedures.
- Collaborative and responsive to communication from TPTC staff.

Driver Eligibility and Reporting Requirements

The employee must immediately notify TPTC of any circumstance that could affect eligibility to operate a TPTC vehicle, including:

- Suspension, expiration, restriction, or revocation of a driver's license.
- Traffic citations or moving violations.



- Motor vehicle accidents.
- Changes affecting automobile insurance or TPTC's ability to insure the employee as a driver.
- Any other condition that could reasonably affect the employee's ability to safely perform transportation responsibilities.

TPTC may temporarily or permanently remove an employee from driving responsibilities when necessary to protect student safety, comply with insurance requirements, or meet organizational or legal obligations.

Employment Status and Benefits

This is a part-time, hourly, nonexempt employee position. Employment is at will. Hours may vary based on transportation needs, student participation, the school calendar, available funding, and organizational needs and are not guaranteed.

The position is not eligible for employer-sponsored health insurance, retirement benefits, paid vacation, paid holidays, or other fringe benefits unless required by law or expressly provided in a written TPTC policy.

Nothing in this job description creates a guarantee of employment, wages, hours, routes, or assignments for any specific duration.

TPTC may modify job duties, routes, schedules, or responsibilities based on student safety, program needs, funding, or organizational needs.

How to Apply

Interested candidates should complete an employment application by visiting:

www.tptcforeducation.org/career-form

Equal Opportunity Employment Statement

The Parent Teacher Collaborative is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual



orientation, national origin, genetics, disability, age, or veteran status. We believe in fostering an inclusive and equitable workplace where every team member feels valued, respected, and empowered to contribute fully to our mission.

We are dedicated to reflecting the communities we serve and encourage individuals from all backgrounds to apply. The Parent Teacher Collaborative complies with all applicable federal, state, and local laws governing nondiscrimination in employment.