TITLE: BUS DRIVER

**QUALIFICATIONS**: 1. High School Diploma or GED Certificate.

2. Computer literate and Navajo language preferred.

3. Demonstrated competence for assigned responsibilities.

4. Prefer two (2) years of experience in the operation of heavy automotive vehicles or other suitable training in the operation of a school bus.

5. Must have Class A or B CDL license with passenger, air brakes and “S” endorsement.

6. Must pass a Physical Performance test, required by AZ DPS.

7. Must have a excellent driving record.

8. Must pass DOT Physical Exam.

9. Must pass the Alcohol and Drug testing, required by AZ DPS and Federal.

10. Have back ground checks by Arizona Department of Public Safety, Navajo Nation Background check and the SUSD.

11. The minimum age for a commercial driver license is 21. If applicant is at least 18, driver may apply for an intrastate commercial driver license that is valid only in Arizona. No out of state trips are allowed.

12. Successful 90 days Probationary period, contracted thereafter.

**SUPERVISED BY**: Supervisor of Transportation

**SUPERVISES**: Students/School Passengers

**TERMS OF** Ten (10) Months

**EMPLOYMENT:**

**SALARY**: Salary to be determined by district pay scale and Board.

**POSITION GOAL**: To provide safe, healthy, efficient transportation so that students may enjoy the fullest possible advantage from the district’s curriculum and other extracurricular programs.

**DUTIES AND RESPONSIBILITIES:**

1. To Transport only authorized students and personnel. This includesregular routes, late activity routes, field trips and extra-curricular activities.
2. Maintains order during trip and ensures adherence to safety rules when students are boarding and leaving the school bus.
3. Maintains and manages discipline on bus. Reports and submits misconduct reports on undisciplined students to the Supervisor of Transportation and School Principals.
4. Performs required daily bus safety inspections before each operation and after each operation on assigned school bus. (30 minute routine)
5. Reports and submits maintenance and repair requests on all mechanical needs or defects of their bus.
6. Keeps bus in clean, hygienic condition.
7. Instructs the students on a school bus safety program and conducts bus evacuation procedures in consultation with Supervisor of Transportation.
8. Knows and obeys all traffic laws, operates the school bus in a safe, courteous and responsible manner.
9. Reports all minor and major accidents and complete require paperwork involving school bus or students.
10. Follow bus route schedules, time and route plans prepared by Transportation Supervisor.
11. Reports any road hazards or route hazards to the Supervisor of Transportation.
12. Administers first aid if necessary.
13. Maintains a pleasant but firm rapport with the students.
14. Maintain a pleasant rapport with parents, administrators, supervisors, staff and co-workers.
15. Attends appropriate committee and staff meetings.
16. To enforce regulations, policies set forth by the School District.
17. Observes and enforces all mandatory, Board, State and Federal rules and regulations pertaining to the safe operation of the school bus.
18. Keeps all required bus driving related documents on file and updated.
19. Perform duties as Special Needs Bus Driver.
20. To perform other duties and responsibilities as assigned by the Supervisor of Transportation.
21. Use of cell phone is prohibited while driving a school bus. This is to include phone conversations and text messaging. Two way radio use is permitted. In emergency situations, bus driver is directed to pull over in a safe area in order to use cell phone.

**ESSENTIAL** Must be physically capable of performing the assigned

**FUNCTIONS:** responsibilities.

**ACTIONS WHICH** Drinking alcohol beverage during or before working hours, improper

**MAY CAUSE** fulfillment of job, inappropriate behavior towards students and/or co-

**TERMINATION:** worker, negligent operation of school property and vehicle unauthorized use of vehicle, causing dissension among employees, and insubordination.

**EVALUATION**: Performance of this job will be evaluated twice in accordance with provisions of the Board’s policy on Evaluation of Support Services Personnel.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approved By Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reviewed and agreed to by Date

The Sanders Unified School District provides equal employment opportunities to all employees and potential employees without regard to race, color, national origin, sex, handicap or limited English proficiency except as mandated in specific position description.