

AGUILA ELEMENTARY SCHOOL DISTRICT

JOB TITLE: BUS DRIVER

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| Position Type: Non-Exempt | Supervision: Students while on bus |
| Salary Schedule: TBD | Reports to: Director of Transportation |
| Term of Employment: School Year | Approved by: Human Resources |
| FTE: Part of other position .2 OR .3 | Date: 07/28/2020 |

Preparing Students to excel in all of the opportunities of the 21st Century.

POSITION SUMMARY:

To provide transportation services to Aguila Elementary School District (AESD) students to and from school and extra-curricular activities in a safe and efficient manner.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL FUNCTIONS:

- Operates vehicles in accordance with Arizona Highway Traffic Division and Aguila E.S.D. regulations;
- Drives routes as required;
- Performs route schedule in a timely and efficient manner;
- Maintains discipline when students are on bus;
- Completes disciplinary reports on students who violate rules;
- Cleans and services bus daily;
- Posts accurate schedule in bus;
- Performs safety check of flares, first aid equipment, fire extinguishers, lights, brakes, tools and tires as directed by supervisor;
- Notifies proper authority of mechanical and safety device failures;
- Picks up and discharges students only at authorized stops;
- Transports only authorized students and authorized personnel;
- Conducts bus safety and evacuation drills;
- Reports all accidents to proper authority and completes related reports;
- The School District reserves the right to amend this job description as necessary;
- Complies with all rules, regulations and policies of the Governing Board.
- Other duties as assigned.

CERTIFICATES, LICENSES AND REGISTRATION REQUIRED:

- Must be able to acquire/maintain a Class B Commercial Driver's License with Passenger and School Bus Endorsements;
- Must maintain a current CPR and First Aid Card;
- Must be able to pass a fingerprint clearance and background check or maintain a current Fingerprint Clearance Card;

EDUCATION AND/OR EXPERIENCE:

- High School Diploma or equivalent;
- Acceptable driving record for the last three (3) years;
- Bus or heavy automotive equipment driving experience preferred;
- Previous experience in an educational setting preferred.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED/PREFERRED:

- To perform the job successfully, and individual must be able to perform each essential duty satisfactorily. The qualifications for this job description are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- **Computer Skills** – Preferred competency in computer applications such as Word, Excel, Outlook, and typing.
- **Communication Skills** – Ability to read and interpret general documents such as employee handbooks and safety/training manuals. Ability to write general correspondence and speak effectively with others.

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- **Reasoning Ability** – Ability to interpret assortment of instructions furnished in variable forms. Ability to apply reason to research and solve moderately complex issues with little or no assistance.
- **Such alternatives to the above qualifications as the Board may find appropriate and acceptable.**
- **Physical Demands:** While performing the duties of this job, employee is frequently required to sit, talk, and hear. The employee occasionally will stand and walk. The employee is occasionally required to reach with hands and arms. Employee will frequently interact with the public and other staff members. Specific vision abilities required by this job include close vision.

This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

The Aguila Elementary School District is an Equal Employment Opportunity Employer in compliance with Title VI of the Civil Rights Act of 1964, Civil Rights Act Title VII of 1972. Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and the American with Disabilities Act (ADA) of 1990. Aguila Elementary School District does not discriminate on the basis of race, color, religion, national origin, sex, disability or age in employment or in any of its educational programs or in the provisions of benefits and services to students.

Reviewed / agreed to by _____

Date _____

We are preparing Students to Meet all the Challenges of the 21st Century