



PALOMINAS SCHOOL DISTRICT #49

Position Description

JOB TITLE:	Bus Driver
DEPARTMENT:	Transportation
REPORTS TO:	Transportation Supervisor
FLSA STATUS:	Non-Exempt
SUPERVISORY DUTIES:	None
APPROVED ON:	12/06/11

SUMMARY: A bus driver must have the ability to operate a school bus, exercising good judgment and extreme caution; to maintain order among students on the assigned vehicle; to learn a designated route, including appropriate stops and traffic hazards; and to follow oral and written instructions.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Drives a school bus over designated routes in accordance with time schedules, picks up and discharges students, and stops traffic when necessary.
- Transports students and teachers on field trips to assigned locations choosing the best route and meets time schedules for departure and arrival, maintains order between students being transported.
- Follows district/transportation policies regarding the discipline of students, and contacts parents and other persons.
- Checks the bus daily in accordance with District policy, as per daily checklist, taking corrective action on any deficiency found, reporting to the transportation supervisor any condition that is beyond the ability of the driver to correct.
- Keeps the exterior and interior of the vehicle clean, and assists in maintaining the vehicle in safe operating condition; reports to the transportation supervisor any discrepancy noted concerning servicing or any condition that might interfere with the safe and efficient operation of the vehicle.
- Administers first aid and CPR as required.
- Satisfactorily completes forms and records, such as head counts and administrative record keeping.
- Transports handicapped students as required.
- Instructs students on evacuation procedures.
- Operates independently of direct supervision.
- Communicates via bus radio as required.
- Performs related Bus Driver duties when required as directed.

KNOWLEDGE, SKILLS & ABILITIES:

- Ability to communicate effectively verbally and in writing.
- Ability to pass a drug screening examination before the beginning of every school year and at other such times as the District may deem such a screening to be necessary.
- Knowledge of safe driving practices, provisions of the Arizona Motor Vehicle code, local geography of the area, and first aid practices.

- Ability to apply common sense understanding to solve practical problems and deal with a variety of situations.
- Ability to work cooperatively and courteously with staff, students, parents and community members.
- Ability to cope with job stress while exhibiting patience and tact when dealing with others.
- Perform all duties in accordance with Federal and State laws, district procedures and Board policies.
- Ability to handle confrontation and conflict without an emotional response.
- Produce accurate work and complete assignments with minimal supervision.

QUALIFICATIONS & REQUIREMENTS:

Education & Experience:

- High School Diploma or G.E.D.
- Possess and maintain a valid Arizona Class B Commercial Driver's License (CDL) with passenger, air brake and school bus endorsements.
- Possess a certificate of physical competence in compliance with 49 CFR 391-41-391-49 signed by a qualified physician.
- Have satisfactorily completed a course of bus-during training, with a minimum of 14 hours of classroom instruction and 20 hours of behind-the-wheel instruction, prior to assignment as a school bus driver: or submit satisfactory evidence of previous experience as a school bus driver in the state of Arizona and complete a minimum of 6 hours of behind-the-wheel instruction with the District prior to assignment.
- Qualify for and maintain an Arizona school bus driver's certification.

PHYSICAL DEMANDS *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is required to reach with hands and arms, and grasp. The employee is frequently required to sit, stand, walk and operate hand and foot controls simultaneously. The employee may be required to move fifty pounds and could occasionally lift or move up to seventy-five pounds.

WORK ENVIRONMENT:

Motor vehicle environment. This position regularly works outdoors in all weather conditions. The noise level in the work environment is generally quiet to moderate and may become excessively noisy at times. Will have contact with students, employees and the public.

Disclaimer: The duties and responsibilities identified in this position description are illustrative only and are in no way intended to be a complete list of activities that may be required of an incumbent.

The information contained in this job description is for compliance with the American Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties are performed by the individual holding this position and additional duties may be assigned.