

WILLCOX UNIFIED SCHOOL DISTRICT NO. 13
480 NORTH BISBEE AVENUE
WILLCOX, ARIZONA 85643

JOB DESCRIPTION

TITLE:

Bus Driver

POSITION SUMMARY/JOB GOAL:

Ensures students and other official passengers are transported safely and efficiently to and from school and other school related events (field trips, athletic events, etc.).

REQUIREMENTS:

5 years driving experience. Qualify for a valid Arizona Commercial Drivers License (CDL – Class B) with a School Bus Endorsement, and an Arizona School Bus Drivers Certification issued by the Arizona Motor Vehicle Department. Any equivalent combination of training, education and experience that meets minimum requirements is acceptable. Lift test, drug/alcohol test and FBI fingerprint background check required.

REPORTS TO:

Operations Supervisor

ESSENTIAL FUNCTIONS:

(THE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED)

- Transports passengers (students, teachers, parents, etc.) to and from school and other district sanctioned events.
- Ensures that students are delivered to proper drop-off points. Determines that students are met by designated parent or guardian if required.
- Demonstrates and explains emergency evacuation procedures to passengers in accordance with Transportation Safety Training..
- Maintains daily mileage and route logs as required.
- Updates route maps as needed. Transports students, etc. according to official route maps.
- Obeys all traffic laws and observes all mandatory safety regulations for school buses.
- Performs as a substitute bus driver as needed.
- Communicates with dispatcher via cell phone as required.
- Conducts a daily pre-trip safety inspection of the vehicle. Outside inspection to include tires, wheels, fluid leaks/levels, windshield, mirrors, warning system, exhaust system and emergency exits. Inside inspection to include cleanliness, instruments and controls, gauges, warning lights, etc. Cleans and sweeps bus interior.
- Communicates with teachers, principal, monitors and other officials as needed.
- Maintains order and discipline of students and other passengers on bus per prescribed policies, prepares conduct reports as needed.
- Operates wheelchair lift, and loads and unloads and safely secures passengers confined to wheelchairs, when applicable.
- Monitors the activities of Transportation (Bus) Monitors as they relate to their actions with students and the public.
- Performs related duties as assigned.

PHYSICAL TASKS:

Work involves the performance of duties where physical exertion is required as a normal part of assigned duties. Assistance is available to perform unusually physically demanding tasks if needed. Work may involve lifting, moving or carrying objects as much as 75 pounds. Considerable walking, climbing, standing, sitting, bending, kneeling, reaching, grasping and holding may be required as a normal part of the job. Vision and hearing must be acceptable to acquire the required driver's license. Verbal communicative ability required in public contact positions.

MENTAL TASKS:

Communicates and comprehends. Performs functions from oral and written instructions, and from observing others.

EQUIPMENT, AIDS, TOOLS AND MATERIALS:

Operates a standard or automatic transmission motor vehicle. Operates foot controls with two feet simultaneously. Uses two-way communication equipment.

WORKING CONDITIONS:

Outdoors, with exposure to all weather conditions and temperatures. Exposure to all types of traffic conditions. Exposure to noise, dust, gas and fumes. Contact with employees, students and public.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the board's policy on evaluation of support staff (GDO).

APPROVED BY: _____ DATE: _____
(Superintendent)

REVIEWED AND
AGREED TO BY: _____ DATE: _____
(Incumbent)