

Job Title:	BUS DRIVER/SHOP HELP	Reports to:	Transportation Director
FLSA status:	Non-Exempt	Supervisor duties:	none
Classification:	Classified	Approved on:	10/13/2020
Position Summary:	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.).		

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Operate vehicles in accordance with Arizona Highway Traffic Division regulations, and with Page USD #8 policies and regulations.
- Attend bus drivers training classes as directed by supervisor.
- Post accurate schedule in bus and time driving so that schedule of arrivals and departures is accurate.
- Clean and inspect bus daily.
- Pre-trip equipment as outlined in the Arizona Highway Traffic Division regulations and as directed by supervisor.
- Report needed maintenance and repair items immediately.
- Accurately complete all required reports and records including disciplinary reports on students who violate bus rules.
- Keep standard accident reports in bus and be able to accurately complete immediately as needed.
- Deliver students to assigned stops.
- Establish an efficient and effective system of routine fueling, cleaning and preventive care.
- Promote high standards of safety and good housekeeping methods in work connected areas.
- Other duties as assigned

KNOWLEDGE, SKILLS & ABILITIES:

- Able to acquire an Arizona CDL license, P&S Endorsements, Arizona Bus Driver Certificate.
- Knowledge of basic bus equipment operation and routine servicing
- Able to pass required physical examination, pre-employment, biannual physical, post-accident, random and reasonable suspicion drug/alcohol test.
- Ability to communicate with students
- Skilled in managing groups of students
- Knowledge of basic emergency procedures
- Ability to read, write and speak English
- Demonstrated success in performing a wide variety of related tasks requiring an understanding of automotive preventive care, service and maintenance

QUALIFICATIONS & REQUIREMENTS:

Education & Experience:

- High School diploma or equivalent
- Good driving record, No DUI in past 5 years

Computer Proficiency: Google Suite

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. The employee is frequently required to climb, sit, stand, bend, walk and operate foot controls simultaneously. The employee would be required to lift up to 50 pounds safely.

WORK ENVIRONMENT:

Indoors and outdoors, with exposure to all weather conditions and temperatures. Exposure to all types of traffic conditions. Exposure to noise, dust, gas and fumes. The noise level in the work environment is generally moderate and may become excessively noisy at times. Contact with employees, students and 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 may be performed by the individual currently holding this position and additional duties may be assigned.