

JOB DESCRIPTION
Nogales Unified School District #1

BUS DRIVER

Purpose Statement:

The job of BUS DRIVER is done for the purpose/s of transporting students over scheduled routes and/or to/from special excursions; ensuring vehicle operation is in safe operating condition; and ensuring safety of students during transport, loading and unloading from buses.

This job reports to PRINCIPAL

Essential Functions

- Advises students and other passengers of appropriate behavior for the purpose of reinforcing regulations and maintaining passenger safety.
- Assesses incidents, complaints, accidents and/or potential emergency situations for the purpose of resolving and/or recommending a resolution to the situation.
- Assists students and other passengers for the purpose of providing safe loading and unloading from buses including both emergency situations and normal transport.
- Attends meetings, trainings, etc. for the purpose of maintaining skills and meeting the certificate requirement/s of a school bus driver.
- Cleans assigned vehicles, both interior and exterior for the purpose of ensuring safety, appearance, and sanitation of vehicle.
- Conducts emergency evacuation drills for the purpose of ensuring efficiency of procedures and complying with mandated requirements.
- Drives school bus/s for the purpose of transporting passengers over scheduled routes to and from school and/or field trips in a safe and timely manner.
- Informs other school personnel, parents, etc. of events and/or practices (e.g. scheduled stops, established routes, route conditions, non-pick-ups, etc.) for the purpose of advising them of issues that may require action.
- Performs pre-trip and post-trip inspections (e.g. fluid levels, tire pressure, exterior condition, etc.) for the purpose of ensuring the safe operating condition of the vehicle and complying with mandated guidelines.
- Prepares documents and reports (e.g. field trips reports, incident reports, inspections records, passenger misconduct, mileage logs, student counts, routing information, etc.) for the purpose of providing written support and/or conveying information.
- Reports observations and/or incidents (e.g. discipline, accidents, inappropriate social behavior, etc.) for the purpose of communicating information to appropriate personnel.
- Responds to inquiries (e.g. students, parents, other school personnel, etc.) for the purpose of providing information and/or direction.
- Supervises students and other passengers during transit for the purpose of maintaining safety and following district policy.

Other Functions

- Assists other personnel for the purpose of supporting them in the completion of their work activities.
- Fuels assigned vehicle (e.g. oil, water, fuel, etc.) for the purpose of maintaining vehicle in a safe operating condition.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating school buses; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: bilingual (english/spanish)

ABILITY is required to schedule activities; collate data; and consider a number of factors when using equipment. Flexibility is required to work with others; work with data utilizing specific, defined processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals; work with similar types of data; and utilize a variety of job-related equipment. In working with others, independent problem solving is required to analyze issues and create action plans. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is moderate. Specific abilities required to satisfactorily perform the functions of the job include: maintaining confidentiality.

Responsibility

Responsibilities include: working under direct supervision using standardized routines; providing information and/or advising others; and operating within a defined budget. There is a continual opportunity to impact the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; significant climbing and balancing; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 70% sitting, 15% walking, and 15% standing. The job is performed under minimal temperature variations and a generally hazard free environment.

Experience Job related experience is desired.

Education Less than high school.

Required Testing

Alcohol and Drug Test

Certificates & Licenses

CDL and certified by the Arizona Department of Student Transportation, high school diploma not required

Continuing Educ. / Training

None specified

Clearances

Criminal Justice Fingerprint/Background Clearance
Clean Motor Vehicle Record

FLSA Status

Non Exempt

Approval Date

Job description available upon request

Salary Grade

Classified 5