

Job Title:	Bus Driver	Job Category:	Classified Employee
Department/Group:	Saddle Mountain Unified School District #90	Organizational Relationships:	Directly responsible to the Transportation Director
Level/Salary Range:	Level III	Blood Borne Pathogen Risk:	At Risk
Work Status:	At -Will Employee	Weight Lifting Requirements:	Up to 100 lb.
Work Days:	Tuesday through Friday or as assigned by supervisor	Benefits:	Discretionary Leave per Policy Employee Insurance
Work Hours:	As assigned by supervisor	Probationary Period:	30 working days – policy GDF
Fingerprints Check:	As required by ARS 15-512 and District Policies		
Drug Free Campus	The use of illegal drugs is prohibited. The use of tobacco and other substances is prohibited according to policy GBED.		
Position Summary:			
<p>This job requires the ability to operate the vehicle safely over an assigned route according to a definite time schedule which may require driving during pre-daylight, dusk, and night periods. The Bus Driver must have the ability to operate a vehicle in compliance with all traffic safety laws and regulations, including defensive driving and posted speed limits. The Bus Driver must have the physical dexterity, coordination, mobility and visual acuity to safely operate a school bus.</p>			
Position Qualifications and Education Requirements:			
<ol style="list-style-type: none"> 1. High School Diploma. 2. CDL License with a Class B & S endorsement 3. Acceptable driving record. 4. Effective communication skills. 5. Must pass current School Bus Driver Physical Performance test (State requirement). 6. Knowledge of and ability to assist students with various special needs and related equipment. 7. Current CPR and First Aid Certification. 8. Basic computer skills and effective communication skills. 9. Demonstrates physical stamina and health. 			
Job Description			
Role and Responsibilities			
<p>To perform this job successfully, an individual must be able to perform each essential duty satisfactorily and provide students with comfortable, safe transport.</p>			
ESSENTIAL JOB FUNCTIONS:			
<ol style="list-style-type: none"> 1. Establish and maintain positive rapport with students, employees and community. 2. Observe all mandatory bus safety regulations, inspection and evacuation procedures. 3. Maintain discipline when students are on the bus. 4. Maintain route reports and reports students with inappropriate or unacceptable behavior to the proper authority with the completed required forms. 5. Keep the assigned bus clean and fueled. 6. Adhere to the assigned schedule. 7. Must be physically able to assist in lifting students and operate the wheelchair lift. 8. Communicate and demonstrate knowledge of emergency procedures. 9. Pick up and discharge students at authorized stops. 10. Transport authorized students and authorized personnel. 11. Reports all accidents immediately to the transportation office and other appropriate officials. 12. Drive the required routes. 13. Perform First Aid and CPR procedures, if necessary. 14. Maintains a high level of ethical and professional standards as expected of all personnel. 			

15. Other job-related duties as assigned.

OTHER FUNCTIONS:

This description is intended to indicate the kinds of duties and responsibilities that may be required of employees given this title. It shall not be construed as determining what the specific duties and responsibilities of any particular position shall be. It is not intended to limit in anyway the right of supervisors to assign, direct and control the work of employees under their supervision.

Reviewed By:	Cabinet	Date:	October 2010
Approved By:	School Board	Date:	September 14, 2004
Last Updated By:	Sylvia Allen	Date/Time:	October 2010