



Tolleson Union High School District #214  
**New Driver in Training**

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**Purpose**

The job of New Driver in Training is done for the purpose of training (approximately 60 days) to attain a Commercial Driver's License (CDL) and required certifications to provide safe and efficient transportation of students as they participate in the District's regular and extracurricular programs. Upon completion of CDL certification and new driver training, the applicant will achieve the status of Bus Driver.

**Qualifications**

**Required:**

1. High School Diploma or General Educational Development diploma (GED).
2. Job related experience is desired.
3. Exemplary driving record with no more than 8 points in the past 24 months or repeated violations in the past 10 years. Proof of driving record (one year minimum) must be obtained from Arizona Motor Vehicle Division (AZ MVD) annually.
4. Must possess and maintain appropriate Arizona driver's license and safe driving record.
5. Must qualify for and receive certification for an Arizona Class B Driver's License (CDL) with P and S endorsements and AZ Department of Transportation (AZDOT) certificate at the conclusion of training program.
6. Must be at least 21 years of age.
7. Ability to maintain confidential materials and information.
8. Must be able to work in extreme desert temperatures.
9. Must be able to pass an AZDOT physical exam, drug screen and alcohol test.
10. Ability to acquire Cardiopulmonary Resuscitation (CPR) and 1<sup>st</sup> Aid Certification.
11. Capable of lifting 50 lbs. and pass Department of Public Safety (DPS) physical performance test.
12. Must possess and maintain a Department of Public Safety (DPS) Identity Verified Print (IVP) Fingerprint Clearance Card.
13. Ability to develop and maintain effective relationships with students, co-workers, administrative staff, and parents.

**Preferred:**

1. Bilingual in English and Spanish.

**Essential Functions**

1. Transport students to and from school and other activities in a district vehicle over scheduled routes in a safe and timely manner.
2. Ensures and maintains a safe environment for students during transport, loading and unloading, report student misconduct according to established directions.

3. Observes all mandatory safety regulations for the purpose of compliance with the established rules and laws as outlined by DPS and Arizona Traffic Laws.
4. Perform pre-trip and post-trip inspections for the purpose of ensuring the safe operating condition of the vehicle and complying with mandated guidelines.
5. Report all necessary preventative maintenance on District Vehicle Repair Form to Dispatch or as directed for the purpose of ensuring the safe operating condition of the vehicle.
6. Prepare and submit required record information on appropriate forms in a timely manner (e.g., mileage, discipline, accident, referrals, reports, etc.)
7. Ability to communicate and receive direction with dispatchers.
8. Maintains a clean bus daily.
9. Be able to drive all bus types safely.
10. Meet or exceed the dress code.
11. Perform single, technical tasks with a need to occasionally upgrade changing job conditions.
12. Required to perform basic math.
13. Read and follow instructions; and understand written and oral instructions.
14. Specific knowledge required to satisfactorily perform the functions of the job includes: safety practices and procedures.
15. Required to attend department in-service meetings and all recertification classes.
16. Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

### **Skills, Knowledge, and Abilities**

SKILLS are required to perform multiple, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills based on competencies required to satisfactorily perform the functions of the job include: prioritizing and maintaining vehicles and equipment to provide safe operations; composing and maintaining basic original documents including reports and correspondence; following directions and meeting standards; comprehending reference books and manuals; operating assigned tools and equipment, with reasonable knowledge; and interpreting and applying applicable laws, codes, regulations, and standards.

KNOWLEDGE is required to perform basic math, read, follow instructions, and understand written and oral instructions. Specific knowledge required to satisfactorily perform the functions of the job include: rules and regulations of driving a school vehicle (e.g., pick-up and discharge students only at authorized stop, transport only authorized students and authorized personnel); standard practices, methods, and materials of assigned work; occupational hazards and applicable safety principles and practices; safe uses and properties of supplies and equipment; reading routes, maps, and schedules; applicable federal, state, and local laws, codes, regulations; customer service principles; specialized equipment relevant to area of assignment; modern office technology; utilizing a computer and relevant software applications; and utilizing communication and interpersonal skills as applied to interaction with coworkers, supervisors, the public and others to sufficiently exchange or convey information and to receive work direction.



**Board Approval:**

5/28/2024 (Revised)