



Tolleson Union High School District #214
Substitute Bus Driver

Purpose

The job of Substitute Bus Driver is for the purpose of providing safe and efficient transportation of students as they participate in the District's regular and extracurricular programs.

Qualifications

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, an Arizona Class B Driver's License (CDL) with P and S endorsements and AZ Department of Transportation (AZDOT) certificate.
5. Must work on an hourly pay schedule.
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 1st 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.

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.

ABILITY is required to schedule student drop-offs and pick-ups, gather and/or collate data, and consider a number of factors when using equipment. Flexibility is required to work with others in a variety of circumstances, work with data utilizing defined and similar processes, and operate equipment using a variety of standardized methods. Ability is also required to work with a wide diversity of individuals, work with similar types of data, and utilize job-related equipment. In working with others, some problem solving may be required to identify issues and select action plans. Problem solving with data may require independent interpretation as well as problem solving with equipment. Specific ability-based competencies required to satisfactorily perform the functions of the job include: maintaining confidentiality; establishing and maintaining effective working relationships; communicating with diverse groups; working with detailed information and frequent interruptions; and adapting to changing priorities.

Responsibility

Responsibilities include: working independently under direct supervision using standardized procedures, providing information and/or advising others, and operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continuous opportunity to affect the organization's services.

Working Environment

The methods of performing the job's functions require the following physical demands: positioning in this environment which typically require sitting, climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, grasping, feeling, talking, hearing, seeing and repetitive motions. The job functions require the following manual work: ability to lift and/or move up to 50 pounds, ability to drag up to 125 lbs., and to physically assist in the lifting of wheelchairs and students. Generally, the job requires 70% sitting, 15% walking, and 15% standing. Working conditions may require work to be performed in both the field with extreme weather conditions and in an indoor environment with minimal temperature variations and some hazardous conditions.

Continuing Education / Training Maintains Certificates and/or Licenses

Reports to: Director of Transportation

Terms of Employment: Substitute

Evaluation: This position will be evaluated annually as outlined in Governing Board Policy.

FLSA Status: Non-Exempt

Salary Range:

Support Staff Salary Schedule, Grade 18