



Tolleson Union High School District #214
Driver, Non-Commercial Driver License (Non-CDL)

Purpose

The job of Driver, Non-Commercial Driver License (CDL) is for the purpose of providing safe and efficient transportation of students as they participate in the District's regular and extracurricular programs.

Qualifications

Required:

1. High school diploma or General Educational Development diploma (GED).
2. Must be at least 21 years of age.
3. Obtain and maintain First Aid and Cardiopulmonary Resuscitation (CPR) Certification.
4. Obtain and maintain a valid Arizona Class D License.
5. Submit to annual and random, Drug and Alcohol Testing.
6. 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.
7. Must possess and maintain a Department of Public Safety (DPS) Identity Verified Print (IVP) Fingerprint Clearance Card.
8. Ability to maintain confidential materials and information.
9. Must have excellent attendance.
10. Must have good communication skills.
11. Must be flexible (times, split shifts, possible weekend work or evenings).

Preferred:

1. Bilingual in English and Spanish.

Essential Functions

1. Transports students to and from school and other activities using a school van.
2. Supervises student conduct and always maintains safety.
3. Reports undisciplined students to proper authority and fills out required forms.
4. Follows established directions for breakdowns and emergencies.
5. Reports all accidents to proper authority and completes related reports.
6. Maintains accurate written records as required.
7. Performs mandatory pre-trip inspections.
8. Maintains a clean district vehicle daily.
9. Maintains an awareness of unusual noises or conditions of vehicle, and reports such to the fleet maintenance staff.
10. Observes all mandatory driving safety regulations.
11. Maintain a high level of ethical behavior and confidentiality.

12. Establish and maintain good rapport with employees, students, and community.
13. 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.

Work 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 medium work: ability to lift and/or move up to 30 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.

Reports to:	Director of Transportation
Terms of Employment:	Ten or Eleven months, full-time
Evaluation:	This position is evaluated annually as outlined in Governing Board Policy.
FLSA Status:	Non-Exempt
Salary:	Support Staff Salary Schedule, Grade 12
Board Approval:	5/28/2024 (Revised)