

TUCSON UNIFIED

SCHOOL DISTRICT

Code: 52702

Unit: On-Call
Grade: \$12.03 Hourly
FLSA: Non Exempt

CLASSIFICATION

ON – CALL BUS DRIVER

SUMMARY

Ensures children are transported to and from school, athletic events, field trips and other TUSD activities. Position is responsible for transportation safety, regulatory compliance and student management. Directs and coordinates tasks of Transportation Bus Monitors when present. Performs all duties and related tasks as assigned or directed from supervisor, dispatch or management. On – call driver positions are not considered full- or part-time regular positions. Job assignment and length can and will frequently change per management direction. There are no guaranteed hours.

MINIMUM REQUIREMENTS

Five years previous driving experience required

Ability to demonstrate mechanical skills as needed.

Must not have accrued eight (8) or more points against driver's license within past two (2) years.

Speak, Read and Write English.

ADDITIONAL REQUIREMENTS AFTER HIRE

Valid Arizona Commercial Driver's License (CDL), Class B, and current Arizona School Bus Driver Certificate

CDL training is provided by the district

Post-Offer/Pre-employment ADOT Medical Certificate with Lift Test required

Proof of immunity to rubeola (measles) and rubella (German measles), or proof of MMR immunization.

Must submit to a post-offer/pre-employment drug/alcohol screen

Arizona IVP Fingerprint Clearance Card (at employee's expense)

ESSENTIAL FUNCTIONS

THE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED.

Ensures children are transported to and from school, athletic event, field trips and other TUSD activities.

Determines if parent or guardian of children who must be met are at destination point. Ensure students are delivered to proper drop-off points.

Completes the bus safety pre-trip inspection before driving bus, to ensure bus is in proper working condition. Reports repairs needed and add fluids as needed such as fuel, oil and water.

Cleans and sweeps the inside of bus to include floor, seats and front and rear windows.

Updates route cards as needed. Transports children to and from school according to route card(s).

Explains and demonstrates evacuation procedures to children in accordance with Transportation Safety Training as necessary.

Maintains records and oversees record keeping for vehicles, drivers, and monitors.

Maintains discipline and order of children and other passengers while on bus. Prepares student conduct reports as needed.

Monitors the activities of Transportation (Bus) Monitors as they relate to their work with students and the public.

Operates a two-way radio to maintain contact with dispatcher.

Maintains logs of daily mileage to include regular routes and extra duty activity routes.

Tracks and maintains "student counts" and "No-Go" data as directed.

Operates wheel chair lift and ensures children are safely secured on bus. Loads and unloads children who are confined to wheelchairs.

Attends mandatory In-Service and training meetings

Communicates with school personnel as needed, such as with Principals, Teachers, Monitors and Teacher Assistants.

MENTAL TASKS

Communicates. Comprehends. Performs functions from written, and oral instructions and from observing others.

Strong customer service skills recommended.

PHYSICAL TASKS

Work involves the performance of duties where considerable physical exertion is required as a normal part of the job. Assistance is normally available to perform unusually physical demanding tasks. Work may involve lifting and carrying objects weighing as much as 75 pounds up to 50 yards as a regular part of the job. Climbing, stooping, bending, reaching, walking and sitting for extended periods of time may be required as a normal part of the job. Employees must not have any limitations of motion, and vision and hearing should be rated as acceptable to obtain the required driver's license. Verbal communicative ability may be required of public contact positions.

EQUIPMENT, AID, TOOLS, MATERIALS

Uses radio equipment. Operates a standard or automatic transmission vehicle.

WORKING CONDIIIONS

Exposure to noise, dust and fumes. Contact with students, employees and public. Exposure to all weather/climate conditions and temperatures.

CONTROL, SUPERVISION

None.

NEW: 3/2018

