

POSITION DESCRIPTION

Whiteriver Unified School District #20

TITLE: Bus Driver

CONTRACT TERMS: 10- Months

SALARY CLASSIFICATION: Classified Support Scheduled

GENERAL STATEMENT OF RESPONSIBILITIES: *To provide transportation services for student; to enhance the physical environment of students through individualized focus on safety and understanding.*

PRINCIPAL DUTIES:

- Obeys all traffic laws, observes all mandatory safety regulations for school buses;
- Enforces all bus regulations for school buses;
- Inspects bus before and after each operation for mechanical defects;
- Notifies proper authority immediately in case of mechanical failure or tardiness;
- Transports and discharges authorized students only and only at authorized stops;
- Reports all accidents and completes required reports;
- Participate in student safety training;
- Reports undisciplined behavior to appropriate staff;
- Assures that students follow safety rules when boarding and disembarking bus;
- Collects students personal items left on the bus; returns to appropriate staff member (s);
- Drives only on assigned bus routes insuring timely pickup and discharge of students;
- Prepares reports as required;
- Keeps assigned bus clean;
- Performs other related tasks as assigned.

QUALIFICATIONS:

ACCEPTABLE EDUCATION, TRAINING & EXPERIENCE:

- High School diploma or equivalent;
- Valid Arizona IVP Level One Fingerprint Card
- Valid Arizona Commercial Drivers License;
- Ability to pass annual physical;

- Ability to pass drug test;
- Successful completion of first aid training;
- Successful completion of road test;
- Prior driving experience desirable
- Prior training or experience desirable
- Be able to acquire CPR, First Aide

PHYSICAL REQUIREMENTS:

- May be required to assist students with restricted mobility

COMMITMENT & DEPENDABILITY:

- Willingness to be an integral member of a successful team;
- Dedication to provide the highest level of service;
- Adherence to policies and procedures.

PERFORMANCE EXPECTATIONS:

TIME MANAGEMENT: Routine work with little advance planning;

STRESS MANAGEMENT: Increased stress with time deadlines or extreme environmental conditions;

PUBLIC CONTACT: Primarily with students;

RESPONSIBILITY: Responsible for valuable equipment.

EVALUATION PROCEDURES: In accordance with provisions specified in governing board policy.

SUPERVISION RECEIVED: Director of Transportation

SUPERVISION GIVEN: None