



## **15 PASSENGER BUS DRIVER**

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### **QUALIFICATIONS**

#### **A. REQUIRED**

- High school diploma or GED
- Must possess a valid Class D Arizona driver's license
- Must meet all Arizona School Bus Driver requirements at time of employment offer
- Must be able to meet requirements of Arizona Department of Public Safety Physical Performance Test
- Must maintain a valid fingerprint clearance card
- Must obtain First Aid and CPR certifications for children and adults, as a requirement of the position, for state certification
- Equivalent combination of education/training/experience

#### **B. DESIRED**

- Previous student transport experience

### **SUMMARY**

Operates buses of the Amphitheater School District for the sole purpose of transporting students (of at least eleven to no more than fifteen students) and other persons to and from educational activities. Regular attendance is necessary to perform the essential functions of this position.

Reports to: Assistant Manager of Transportation

### **ESSENTIAL FUNCTIONS**

- Performs daily pre-trip duties as outlined in the Commercial Driver's License manual and department guidelines; and prepares documentation (i.e., daily mileage, drivers log, vehicle inspections reports, vehicle repair reports, incident/accident reports, etc.)
- Checks bus constantly for mechanical defects and needed repairs and reports these to appropriate supervisor
- Drives school bus on scheduled routes
- Transports student to and from school in a safe and timely manner
- Maintains order among the passengers and supervises their behavior; and prepares student conduct reports, as needed
- Transports children on educational field trips and transports band, athletes, and others on out-of-town trips
- Administers first aid, when necessary
- Maintains accurate information pertaining to stop times through a bus binder located on the bus and in office file
- Keeps interior of bus clean and neat
- Keeps daily record of gas, oil, mileage and number of children transported
- Exhibits patience, courtesy and tact when dealing with others

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- Performs other related duties as assigned

### **MENTAL AND PHYSICAL REQUIREMENTS**

- Ability to communicate and comprehend instructions
- Ability to distinguish colors
- Ability to bend, stoop, squat, twist and kneel
- Ability to lift objects above shoulder level
- Ability to sit for extended periods of time
- Ability to work in adverse weather conditions
- Ability to withstand exposure to dust, gas and fumes
- Ability to communicate in group settings
- Ability to communicate the movement of limbs simultaneously
- Ability to operate foot controls with one foot
- Ability to be exposed to noise
- Ability to communicate with employees, students and public
- Ability to utilize radio equipment
- Ability to operate standard or automatic transmission motor vehicles
- Ability to perform tasks requiring manual dexterity
- Ability to hear within a normal range, with or without reasonable accommodations
- Ability to perform functions from written, oral instructions and from observing others
- Ability to sort, separate and file documents and forms