



## ALTERNATIVE/SMALL VEHICLE DRIVER

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### QUALIFICATIONS

#### A. REQUIRED

- High school diploma or GED
- Valid Arizona driver's license
- Active Arizona Fingerprint Clearance Card
- Must obtain First Aid and CPR certifications for children and adults from either the American Red Cross or American Heart Association, as a requirement of the position, for state certification
- Equivalent combination of education/training/experience

#### B. DESIRED

- Previous experience student transport

### SUMMARY

Operates District cars or small vans (less than 10 seats) to transport students and other persons to and from educational activities. Students can reside outside of the District boundaries. 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 by Transportation Department guidelines
- Checks vehicle constantly for mechanical defects and needed repairs and reports these to appropriate supervisor
- Drives vehicle on scheduled routes
- Picks up school children and transports them to and from school
- Maintains order among the passengers and supervises their behavior
- Prepares student conduct reports, as needed
- Administers first aid, when necessary
- Maintains accurate information pertaining to transportation pick up and drop off times in office file
- Keeps interior of District vehicle clean and neat
- Keeps daily record of gas, oil, mileage and number of children transported
- Exhibits patience, courtesy and tact when dealing with others
- Promotes and supports district-wide educational advancement in 21<sup>st</sup> Century skills
- Integrates knowledge and skills that are relevant to the 21<sup>st</sup> Century
- Performs other related duties as assigned



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### 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 operate foot controls with one foot
- Ability to be exposed to noise
- Ability to communicate with employees, students and public
- Ability to utilize communication equipment
- Ability to operate 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