



BUS DRIVER

QUALIFICATIONS

A. REQUIRED

- High school diploma or GED
- Bus Driver trainees must possess a valid Arizona driver's license
- Must meet all Arizona School Bus Driver requirements at time of employment offer
- Possession of an Arizona Class B Commercial Driver's License at time of employment offer or a commercial driver license issued by an adjacent state to the State of Arizona
- Must be able to meet requirements of Arizona Department of Public Safety Physical Performance Test
- 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

- Two years of previous experience driving a school bus.

SUMMARY

Operates buses of the Amphitheater School District for the sole purpose of transporting 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 Drivers License manual and department guidelines
- Checks bus constantly for mechanical defects and needed repairs and reports these to appropriate supervisor
- Drives school bus 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
- 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



BUS DRIVER

- Exhibits patience, courtesy and tact when dealing with others
- Promotes and supports district-wide educational advancement in 21st Century skills
- Integrates knowledge and skills that are relevant to the 21st Century
- 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