

WINSLOW UNIFIED SCHOOL DISTRICT NO. 1 – POSITION DESCRIPTION

TITLE: BUS DRIVER

EMPLOYEE CLASSIFICATION: Non-exempt, Classified

MINIMUM QUALIFICATIONS:

- High School diploma or equivalent
- Minimum age of 21
- Acceptable driving record.
- Physical examination conducted by a licensed physician approved by the school district
- Pre-employment drug screening
- Current CDL license with proper endorsements prior to employment preferred
- Current Red Cross First-Aid certification or equivalent and CPR certification or a willingness to obtain these certifications
- DPS Fingerprint Clearance Card

OVERVIEW OF JOB DESCRIPTION:

- To operate a safe and efficient bus.
- Split shift availability/flexibility.

PERFORMANCE RESPONSIBILITIES:

1. Follows local, state and federal law and adheres to State Department of Education and local school board policy.
2. Maintains all requirements as outlined in the Arizona state transportation statutes.
3. Responsible for the safe and efficient operation of the school bus in accordance with statutes and regulations.
4. Conducts thorough pre-trip and post-trip checks on the school bus and special equipment.
5. Maintains orderly conduct of passengers.
6. Meets emergency situations in accordance with operating procedures.
7. Communicates effectively with students, employers, school staff, and public.
8. Completes required reports.
9. Successfully completes all training programs.
10. Provides maximum safety for passengers while on the bus and during loading and unloading.
11. Maintains good public relations.
12. Performs other job related duties as assigned.

REPORTS TO: Transportation Supervisor

TERMS OF EMPLOYMENT: Work year to be established by the Board. Salary is determined by individual training and experience level on approved salary schedule.

EVALUATION: Performance of this position will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

ADA ACCOMMODATIONS: Decisions regarding appropriate and reasonable accommodation(s) will be based upon the merits of each situation. The principal criteria will be that of effectiveness and safety.