



# DEER VALLEY

Unified School District

## JOB DESCRIPTION

Job Title: **Bus Driver & Summer Transportation Worker**

Position Type: <b>Classified</b>	Department: <b>Transportation</b>
Salary Schedule: <b>Classified</b>	Reports to: <b>Transportation Director</b>
Salary Range: <b>22</b>	
Term of Employment: <b>12 months</b>	Date: <b>October 17, 2018</b>
Shift: <b>Day</b>	Approved by: <b>Human Resources</b>

### **POSITION SUMMARY:**

This job requires driving a school bus or other district vehicle to transport students to and from school in a safe and efficient manner so that students may enjoy the fullest possible advantage from the District's curriculum and extra-curricular program. This position also serves as the district's upholsterer, clerk, radio/camera repair, emissions and bus disinfecting and white fleet detailing.

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### **ESSENTIAL FUNCTIONS:**

- Checks bus vehicle before each operation for mechanical defects, fuel, and safety equipment; notifies the proper authority in case of mechanical failure or lateness.
- Keeps assigned bus/vehicle clean inside.
- Drives bus/vehicle on assigned route, taking on and dropping off passengers as assigned; discharges students only at authorized stop; transports only authorized students and authorized personnel.
- Obeys all traffic laws, and observes all mandatory safety regulations for school buses.
- Interacts with children, staff and community members on a positive basis.
- Maintains discipline when students are on the bus; reports undisciplined students to the proper authority and fills out required forms.
- Exercises responsible leadership when on out-of-District school trips.
- Enforces regulations against smoking and eating on the bus.
- Reports all accidents and completes required reports.
- Maintains current route maps; notifies office staff of any changes.
- Maintains daily mileage log, student count and DSC (Direct Service Claiming) forms when required.

- Makes any and all repairs to vehicle upholstery that may be necessary for the safety and well-being of the passengers.
- Troubleshoots and/or repairs bus cameras and radios.
- Perform emissions testing as required.
- Perform bus and white fleet detailing as required.
- Perform clerk duties as assigned by Garage supervisor.

**MARGINAL DUTIES:**

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Other job related duties as assigned by the supervisor.
- Provides substitute coverage as assigned by the supervisor on an as needed basis.
- May be required to work evenings and weekends.

**SUPERVISORY RESPONSIBILITIES:**

- None

**SKILLS/ABILITIES/KNOWLEDGE/WORK STYLE:**

- Demonstrates the ability and desire to provide outstanding customer service.
- Demonstrates the ability to work effectively under time constraints.
- Must be able to comply with District's attendance standards as described in established guidelines.
- Must maintain a well-groomed appearance.
- Must be a team player and get along well with others.
- Must be highly organized with the ability to multitask.
- Must be detailed-oriented and self-motivated.
- Handwriting must be legible.
- Must have excellent communication skills.
- Must have excellent memory and ability to function well under stress.
- Must be able to work independently with minimal supervision and/or assistance.
- Must demonstrate an extremely high regard for confidential and sensitive information.
- Must demonstrate flexibility, common sense, and good judgment.
- Must have ability to keep abreast of information pertinent to the job.
- Demonstrates the ability to read and interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Demonstrates the ability to write routine reports and correspondence
- Demonstrates the ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals.
- Demonstrates the ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
- Demonstrates the ability to solve practical problems and deal with a variety of concrete variables in standardized situations.

- Demonstrates the ability to perform upholstery reconstruction.
- Demonstrates the ability to perform radio troubleshooting and repairs.
- Demonstrates the ability to perform camera troubleshooting and repairs.
- Demonstrates the ability to perform emission testing.
- Demonstrates the ability to perform bus disinfecting and white fleet detailing.
- Demonstrates the ability to perform clerk duties.

**CERTIFICATES, LICENSES AND REGISTRATIONS REQUIRED:**

- Commercial Driver’s License “S” endorsement.
- School Bus Certification including current CPR and 1<sup>st</sup> aide.
- Must possess an emissions testing certificate.
- Must pass all requirements for Performance Agility testing as outlined in AZ Minimum Standards.
- Must meet all requirements as outlined under ADOT R-17-4-501.
- Must possess an excellent driving record.
- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1986.

**EDUCATION AND/OR EXPERIENCE:**

- High School diploma or general education degree (GED); or
- One to three months related experience and/or training; or
- Equivalent combination of education and experience.

**PHYSICAL DEMANDS:**

- Regularly required to sit, use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms, and talk or hear.
- Must occasionally stand, walk, stoop, kneel, crouch or crawl, and taste or smell.
- Must occasionally lift and/or move more than 100 lbs.
- Must have close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**ENVIRONMENTAL CONDITIONS:**

- The noise level in the work environment is usually loud.
- The employee is occasionally exposed to vibration.
- The employee frequently works in outside weather conditions.

**COMMENTS:**

*This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor.*

*This is a temporary management guide tool, subject to change.*

