



DEER VALLEY

Unified School District

JOB DESCRIPTION

Job Title: **Bus Driver/Seat Repair**

Position Type: Classified	Department: Transportation
Salary Schedule: Classified	Reports to: Transportation Director
Salary Range: 33	
Term of Employment: 12 months	Date: July 1, 2025
Shift: Day	Approved by: Human Resources

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 1st 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.

