



## CONCHO SCHOOL DISTRICT #6

### JOB DESCRIPTION

Job Title: **BUS DRIVER**

**FLSA: Non Exempt**

**TITLE:** Bus Driver

#### **QUALIFICATIONS:**

- High School Diploma or equivalent required
- Possesses or is able to obtain a Commercial Driver's License (CDL), Class B, with passenger and air brake endorsements, and a valid Arizona School Bus Driver's Certificate
- Able to pass physical, background, and drug tests as required.
- Must have First Aid / CPR training.
- No driving violations or citations within the last two years, and no more than 8 points. No D.W.I. or D.U.I. convictions. No sexual misconduct convictions.
- Ability to develop and maintain effective relationships with students and co-workers.

**REPORTS TO:** Transportation Supervisor

**GENERAL FUNCTION:** To provide safe and efficient transportation of students as they participate in the district's regular and extra-curricular programs.

#### **PERFORMANCE RESPONSIBILITIES:**

- Obeys all traffic laws, policies, and regulations of the Governing Board pertaining to the operation of a school bus.
- Observes all mandatory safety regulations for school buses.
- Supervises student conduct to maintain safety and the condition of the vehicle.
- Reports student misconduct according to established procedures.
- Keeps assigned bus clean.
- Maintains assigned route schedule discharging students only at authorized stops, and transporting only authorized students.
- Checks bus before each operation for mechanical defects according to district procedures.
- Reports all mechanical problems or defects to the proper authority.
- Exercises responsible leadership and behavior at all times.
- Exercises proper procedures when operating two-way radio and or cell phone.
- Maintains all required reports in a legible manner.
- Maintains a professional appearance.
- Attends workshops or meetings scheduled for the transportation department.
- Reports any accidents and completes required reports.
- Conducts required drills.
- Performs other related duties as required.

**TERMS OF EMPLOYMENT:** 9 months / part time

Employee benefits in accordance with district policies.

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

**CLASSIFICATION:** Classified Staff

Revised: May 2010



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I have received a copy of my job description. I fully understand the responsibilities required to successfully perform the duties of this position.

Employee Name printed: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_