



CONCHO SCHOOL DISTRICT #6

JOB DESCRIPTION

Job Title: **BUS DRIVER LEVEL IV/Instructor**

FLSA: Non Exempt

TITLE: Bus Driver Level IV/Instructor

QUALIFICATIONS:

- High School Diploma or equivalent preferred
- Valid AZ CDL Drivers License Class A or B with S, and P Endorsements
- Successful completion of AZ DPS Background Check
- Successful completion of Federal DOT 5 panel and AZ. DPS 9 panel drug test
- Must be able to pass an extensive Identity Verified Fingerprint (IVP) clearance check
- Posses AZ Department of Public Safety Student Transportation Certification
- Two-full school years' experience driving a school bus (75 passenger or greater) required; three years preferred
- Must have or be able to obtain certification as a Classroom and Behind-the-wheel Instructor (per AZDPS R13-13-103 & A.A.C. 17-09-103) before obtaining position.
- Ability to train new drivers in the rules, regulations, techniques, and laws pertaining to the proper transportation of elementary school students in the State of Arizona
- Ability to develop and maintain effective relationships with students and co-workers

REPORTS TO: Facilities/Transportation Manager

GENERAL FUNCTION: To provide safe and efficient transportation of students as they participate in the district's regular and extra-curricular programs; and to provide training to new drivers which will allow them to provide the same service within the parameters of Arizona Department of Public Safety/Student Transportation R13-13-103 and Arizona Administrative Code 17-09-103.

PERFORMANCE RESPONSIBILITIES:

- Assists Facilities/Transportation Manager with department operations to assure a smooth-running transportation department
- Exercises responsible leadership and behavior at all times.
- Maintains a professional appearance.
- Provides on the job training to new bus drivers, including class room instruction in pre-trip protocol, school bus laws/regulations, and behind the wheel training in a regulation school bus.
- Performs necessary duties to keep instructor certification active (per AZDPS R13-13-103 & A.A.C. 17-09-103)
- Adheres to AZ DPS minimum standards for school bus operation.
- Performs required pre and post operational inspections of the school bus.
- Maintains assigned route schedule times, picking up and delivering students only at approved stops.
- Maintains student discipline aboard school bus adhering to Concho School Policies.
- Reports any accidents or incidents immediately to his/her supervisor.
- Maintains the cleanliness of the interior and exterior of the bus.
- Maintains all required reports in a legible manner.
- Participates in a minimum of 2 emergency evacuation drills per year.
- Participate in training throughout the school year (and during summer months, if necessary)
- Other duties as assigned by the Facilities/Transportation Manager.

TERMS OF EMPLOYMENT: minimum 180 school days / part-time / full time hourly
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: March 2025



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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: _____