



## **Littleton Elementary School District Position Description**

**TITLE: Bus Driver**

**CLASSIFICATION: Non-Exempt    GRADE 16**

**GENERAL STATEMENT OF RESPONSIBILITIES:** To operate school transit bus on assigned routes to and from school and special events; to provide safe and secure transportation service to students.

**PRINCIPLE DUTIES: (essential functions)**

- Drives students to and from school and special events.
- Monitors students and maintains good student conduct in the passenger compartment.
- Enforces District policies and rules of conduct, and reports behavior issues and other concerns to supervisor or Principal.
- Performs daily vehicle inspections, and assures the bus is operating correctly.
- Identifies and reports vehicle problems requiring additional maintenance and repair.
- Cleans the bus interior, sweeps the floors, and cleans windows and seats.
- Documents pre-trip inspections, and assures all required written reports are completed and submitted on a daily basis.
- May assist students with safety belts and getting on and off the bus safely.
- Performs other duties as assigned.

**KNOWLEDGE AND SKILLS REQUIRED:**

Knowledge of District policies and procedures.

Knowledge of District student conduct rules.

Knowledge of safe driving techniques in all road conditions.

Knowledge of local geographical area, road systems, and City and state traffic regulations.

Knowledge of first aid and CPR.

Knowledge of safety rules and regulations.

Skill in operating school transit vehicles in a safe manner, in compliance with all traffic laws, District policy and procedures, and state and local regulations.

Skill in reacting quickly to situations that could create safety and security problems.

Skill in using courtesy and respect in providing customer service to transit bus riders.

Skill in monitoring and correcting student behavior.

Skill in closely following verbal and written instructions and procedures.

Skill in establishing and maintaining effective relationships with co-workers and others.

**PHYSICAL REQUIREMENTS:** Work is performed in a transit vehicle in a traffic environment, with moderate physical requirements. Required to perform the following physical requirements of the position with reasonable accommodation: vision corrected to 20/20, ability to hear in the normal range (corrected), able to speak clearly, and able to lift, move and carry up to 50 pounds and drag 125 pounds.

**MINIMUM QUALIFICATIONS:** High school diploma or GED equivalent preferred; experience operating any type of passenger transport vehicle is preferred; OR an equivalent combination of education and experience that provides the required knowledge and skill. Must pass a thorough background investigation.

**REQUIRED LICENSE/CERTIFICATION:** Valid State of Arizona Commercial Driver's License with School Bus (S) endorsement is required; First Aid and CPR certifications are required.

This is a safety sensitive position subject to drug and alcohol testing according to District policy.

**TERMS OF EMPLOYMENT:** Ten or Twelve months per year. Salary and work year to be established by the Board.

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

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