

Window Rock Unified School District No. 8
Position Description

Position Title	Bus Driver
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Date Revised May, 2003
Status Classified
Salary Level E
Work Year 10 months

Qualifications

- High school diploma or equivalent preferred, minimum eighth grade
- Two years experience in the operation of commercial vehicles or other similar training
- Bilingual in Navajo and English preferred

Job Goal Provides transportation of students to and from school and school events by safely and efficiently operating and maintaining conventional and transit buses and other vehicles.

Essential Duties

- Picks up and transports students from assigned locations to and from school and school-related events following approved schedules.
- Maintains order during trip and ensures adherence to safety rules.
- Reports and submits misconduct reports on undisciplined students.
- Performs required daily pre-trip and post-trip inspections on assigned bus.
- Prepares logs and reports related to trips and to maintenance.
- Reports and submits maintenance/repair requests on all mechanical needs or defects to assigned bus.
- Keeps assigned bus in orderly, safe and clean condition.
- Reports any unusual circumstances that may occur during daily operation.
- Reports all accidents involving assigned bus or students on appropriate form as required by District and State.
- Reports any road hazards.
- Administers first aid, if necessary.
- Maintains a pleasant but firm rapport with student passengers.
- Knows/obeys all traffic laws and observes/enforces all mandatory Board, State and Federal rules and regulations pertaining to the safe operation of a school bus.
- Reports traffic law violators regarding the safety of school children.
- When not performing transport duties, may assist with custodial and food service.
- Performs other duties as assigned.

Certificates/Licenses Valid Arizona Commercial Drivers License
 Must pass a biennial physical certification test
 Ability to take and pass random drug tests
 First Aid and CPR certificate

Physical Effort Routine lifting of moderately heavy items and physical exertion
Working Environment Occasional discomforts and/or risks from exposure to noise or dirt and dust

Supervision Given None
Supervision Received Transportation Director

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The duties and responsibilities identified in this position description are illustrative only and are in no way intended to be a complete list of activities that may be required of an incumbent.

Supervisor signature

Date

Employee signature

Date

Board approved: June 18, 2003