

# KYRENE SCHOOL DISTRICT, ARIZONA

## CLASS SPECIFICATION

### CLASS TITLE: Bus Driver/Trainer

<b>BAND</b>	<b>GRADE</b>	<b>SUBGRADE</b>
A	1	3
<b>DEPARTMENT:</b> Transportation	<b>ACCOUNTABLE TO:</b> Director	<b>FLSA STATUS:</b> Non-exempt
<b>CLASS SUMMARY:</b> Incumbents are responsible for driving buses on assigned bus routes and for driving buses and shuttles for scheduled trips. Duties include: driving buses; assisting in preparing classroom materials and packets; conducting in-class training; conducting on the road training; assisting with in-service training and activities; testing for Bus Certification; preparing required reports; assisting in the dispatch office; refuel alternative fuel vehicles; repair interior of vehicles/buses, and, wash and clean vehicles/buses when needed.		
<b>DISTINGUISHING CHARACTERISTICS:</b> The Bus Driver/Trainer is the first level in a two level bus driver/trainer series. The bus driver/trainer is distinguished from the lead bus driver/trainer in that the lead assigns and monitors the work of other bus driver/trainers and conducts 3 <sup>rd</sup> party testing certification.		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY	BAND/ GRADE
1.	Assists in the dispatch office to include answering phones, reserving cars and vans, handing out keys, and computer operation.	Daily	A1
2.	Repairs seats, flooring, interior lights, exterior lights and glass in all district vehicles.	Daily	A1
3.	Conduct investigation and provide cost of repair information on seats, floors and windows.	Daily	A1
4.	Performs preventative maintenance to bus interior and maintain weekly inspection log.	Daily	A1
5.	Performs fluid and tire inspections and fluid filling of all district vehicles to ensure safe operating level; record action on a daily log sheet.	Daily	A1

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6.	Conducts on the road training and Bus Certification.	Weekly	B2
7.	Assists in the collection of data for the purpose of performance evaluations.	Weekly	A1
8.	Serves as a backup bus driver or regular route driver.	Weekly	A1
9.	Pick up and delivery of vehicles/buses for emissions testing and repair service.	Weekly	A1
10.	Assists in preparation of classroom materials and packets and conducts in-class training.	Quarterly	B2
11.	Assists with in-service planning and activities.	Quarterly	B2
12.	Writes required reports, training forms, and manuals.	Quarterly	B2
13.	Fuels natural gas buses, trucks, cars & vans.	As Required	A1
14.	Performs other duties of a similar nature or level.	As Required	N/B

**Knowledge** (position requirements at entry):

Knowledge of:

- Traffic laws;
- School bus minimum standards;
- CDL Manual;
- Radio equipment;
- Emergency procedures;
- Basic computer skills

**Skills** (position requirements at entry):

Skill in:

- Preparing training materials;
- Conducting Bus Certification tests;
- Operating a bus;
- Using radio equipment;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

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**Training and Experience** (position requirements at entry):

High School Diploma or General Equivalency Diploma (G.E.D.), and one year bus driver experience, or any combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. Incumbents are required to be 18 years or older.

**Licensing Requirements** (position requirements at entry):

- Arizona Commercial Driver's License (Class B) with passenger endorsement;
- Cardio Pulmonary Resuscitation (CPR) Certification;
- First Aid Certification;
- Classroom Instructor Certification;
- Behind the Wheel Instructor Certification;

**Physical Requirements:**

Positions in this class typically require: stooping, kneeling, crouching, reaching, standing, walking, fingering, feeling, talking, hearing, seeing, and repetitive motions.

Incumbents may be subjected to vibrations, fumes, odors, dusts, gases, poor ventilation, extreme temperatures, intense noises, and travel.

Heavy Work: exerting up to 100 pounds of force occasionally, and/or lifting up to 50 pounds of forces frequently, and/or up to 20 pounds of forces constantly to move objects.

**Classification History:**

Draft prepared by Fox Lawson and Associates LLC (kw)

Date: 3/98

Revised by Human Resources: 5/2000