

KYRENE SCHOOL DISTRICT, ARIZONA CLASS SPECIFICATION

CLASS TITLE: Bus Driver

BAND	GRADE	SUBGRADE
A	1	2
DEPARTMENT: Transportation	ACCOUNTABLE TO: Transportation Supervisor	FLSA STATUS: Non-exempt
<p>CLASS SUMMARY: Incumbents are responsible for driving buses on assigned bus routes and for driving buses and shuttles for scheduled trips. Duties include: inspecting buses; driving and fueling buses; cleaning the interior of the bus to include picking up trash and dusting and sweeping floors; monitoring the behavior of students; performing bus evacuations; and, writing and maintaining required reports such as incident, mileage and vehicle discrepancy reports.</p>		
<p>DISTINGUISHING CHARACTERISTICS: The Bus Driver is a stand-alone classification, which is distinguished from other classes by its responsibility for operating buses.</p>		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FREQUENCY	BAND/ GRADE
1.	Transports children safely and timely to and from school.	Daily	A1
2.	Monitors children and administers discipline for minor problems; prepares appropriate paperwork to report serious discipline concerns to the Principal.	Daily	A1
3.	Inspects buses including both pre- and post-trip; ensures that safety guidelines are followed; ascertains readiness of mechanical and electrical items and notes any damages.	Daily	A1
4.	Cleans the interior of bus to include washing windows, picking up trash, dusting, and sweeping floors.	Daily	A1
5.	Fills out required daily forms including time sheets, bus information sheets, mileage reports, vehicle discrepancy reports, incident reports, seating charts, route sheets, and if necessary, Medicaid billing.	Daily	A1
6.	Fills bus with fuel.	Weekly	A1

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7.	Participates in bus evacuation, radio, and first aid/Cardio Pulmonary Resuscitation training.	Monthly	A1
8.	Performs and supervises bus evacuations.	Annually	A1
9.	Performs other duties of a similar nature or level.	As Required	N/B

Knowledge (position requirements at entry):

Knowledge of:

- Federal, state, county, and municipal traffic laws;
- Safety procedures and guidelines;
- Department and district policies;
- Vehicle and vehicle systems such as lights and brakes;
- First Aid and Cardio Pulmonary Resuscitation (CPR).

Skills (position requirements at entry):

Skill in:

- Driving school bus and using bus equipment such as brake sticks, wheelchair lifts and tie-downs, two-way radios, PA systems, fuel pumps, and tire checkers;
- Using light maintenance and cleaning equipment and tools such as scrapers, tire thumpers, brooms, vacuum cleaners, mops, and other such cleaning equipment and tools;
- Applying First Aid and Cardio Pulmonary Resuscitation techniques;
- Reading maps;
- Monitoring and disciplining children;
- Providing and maintaining a safe atmosphere on bus;
- Inspecting bus to ascertain problems and maintain safety;
- Performing emergency evacuations;
- 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.), or any combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (position requirements at entry):

- Commercial Driver's License (class B) with passenger endorsement.
- Current First Aid and CPR Certifications.
- AHCCCS number to submit Medicaid billing (within four weeks of hire).

Incumbents are required to be 18 years or older.

Physical Requirements:

Positions in this class typically require: climbing, crouching, reaching, pulling, grasping, feeling, talking, hearing, seeing, and repetitive motions.

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

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Classification History:

Draft prepared by Fox Lawson and Associates LLC (ARK)

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