

**KYRENE SCHOOL DISTRICT**  
**CLASS SPECIFICATION**  
**BUS DRIVER**

<b><u>DEPARTMENT:</u></b>	<b><u>BAND/GRADE/SUBGRADE:</u></b>	<b><u>FLSA STATUS:</u></b>
Garage & Transportation	A/1/3	Nonexempt

<b><u>CLASS SUMMARY:</u></b>
<p>The Bus Driver is a standalone transportation class. Incumbents are responsible for driving buses on assigned bus routes and for driving buses and shuttles for scheduled trips. Some incumbents have responsibilities related to the transportation of special needs children and the management, referral and resolution of customer complaints.</p> <p>Duties include activities such as driving buses and/or shuttles on assigned routes and for scheduled trips; inspecting, fueling buses, and cleaning buses; monitoring the behavior of students; performing bus evacuations; and maintaining records related to incidents, mileage, and vehicle discrepancies.</p> <p>The Bus Driver is distinguished from other transportation classes in the primary focus on operating school buses.</p>

<b><u>ESSENTIAL DUTIES:</u></b>	<b><u>PERCENT OF TIME</u></b>	<b><u>BAND/ GRADE RATING</u></b>
This class specification represents only the core areas of responsibilities; specific position assignments will vary depending on the needs of the department.		
Transports children to and from school and events including monitoring children and providing limited discipline, with documentation, as necessary.	Daily 60%	A/1
Inspects buses for readiness, safety and damage; and cleans interior of buses including washing windows, picking up trash, dusting and sweeping.	Daily 10%	A/1
Fills out forms including time sheets; bus information sheets; mileage, vehicle discrepancy, and incident, reports; seating charts, route sheets, and, as assigned, Medicaid billing.	Daily 10%	A/1
Fuels buses.	Weekly 5%	A/1
Participates in bus evacuation, radio, and first aid/CPR training and performs drills as assigned.	Monthly 5%	A/1
Performs other duties of a similar nature and level as assigned.	As Required	

<b><u>Training And Experience:</u></b>
High School Diploma or GED is required; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.



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#### **Licensing/Certification Requirements:**

- AZ Commercial Driver's License with P&S endorsement;
- AZ School Bus Driver's Certificate;
- CPR Certificate with AED;
- First Aid Certificate;
- Based upon assignment, AHCCCS number for Medicaid billing may be required within four weeks of hire.

#### **Knowledge of:**

- Pertinent federal, state, and local laws, codes, rules, regulations, codes, and statutes;
- District policies, procedures, organization structure and school requirements;
- School bus driving principles and procedures;
- Safety procedures.

#### **Skill in:**

- Working under pressure to meet timelines and handling multiple and changing priorities;
- Driving a school bus;
- Managing student behavior in a vehicle;
- Establishing and maintaining harmonious working relationships with those contacted in the course of work; demonstrating tact, diplomacy and patience.

#### **ADA and Other Requirements:**

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

Incumbents may be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, 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.



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**Class History Information:**

Prepared by Fox Lawson & Associates 10.24.08

