

KYRENE SCHOOL DISTRICT
CLASS SPECIFICATION
BUS DRIVER

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

CLASS SUMMARY:

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.

Duties include activities such as driving buses and/or shuttles/925 buses 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.

The Bus Driver is distinguished from other transportation classes in the primary focus on operating school buses.

ESSENTIAL DUTIES:

This class specification represents only the core areas of responsibilities; specific position assignments will vary depending on the needs of the department.

<u>PERCENT OF TIME</u>	<u>BAND/ GRADE RATING</u>
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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

Training And Experience:

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:

- Valid AZ Commercial Driver's License with P&S endorsement
- 925 Bus Drivers must hold a valid AZ Driver's License
- 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.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Class History Information:

Prepared by Fox Lawson & Associates 10.24.08

Updated by Talent Management 03.06.26



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