



# First Mesa Elementary School

Position Description

## School Bus Driver

**Supervisor: Transportation Supervisor/CSA**

**Program: Transportation**

### **Summary:**

This position is responsible for operating a twenty (20) to seventy-three (73) passenger school bus to transport students to school and back home, to after school activities and field trips.

### **Tasks:**

Essential function may include the following tasks, knowledge, skills and other characteristics. This list is illustrative only, and is not a complete listing of all functions and tasks to be performed by positions in this job class.

- Drive the school bus.
- Schedules inspection and repair of all vehicles.
- Consults with the Lead Bus Driver regularly on preventative maintenance and reports.
- Conduct emergency evacuation drills on school busses.
- Assist in the development of bus routes and bus schedules.
- Maintain monthly driver inspection and mileage logs for all school vehicles and schedules maintenance and repairs as needed.
- Review field trip itinerary for rest and fuel stops, timing and parking at activity locations.
- Requisition in school support team and/or school improvements committees.
- Maintains positive communication with parents, staff, and visitors.
- Performs related duties as assigned.

### **Knowledge, Skills and Abilities:**

- Ability to read, write, and interpret instructions verbally and written and complete daily assignments from these sources of information.

- Ability to use safe work practices and good judgment while on duty.
- Ability to work under emergency conditions when needed to keep the school in operation.

**Qualification:**

Education: HS Diploma or equivalent

Other Qualifications: Must have Commercial Driver’s License (CDL),with Passenger and Air Brake Endorsements. Must have valid Medical Examination, including alcohol/drug test and fingerprinting. Must have current First Aid/CPR training, new driver’s training and bus driver’s certification. Indian preference in employment is considered.

**Physical Effort:**

Work environment is generally within the school building, offices and on school grounds, requiring walking, sitting and bending. Time outside the normal school hours may be required and may exceed ten hours per week. Must maintain a condition of good physical and mental health.

**Terms of Employment:**

1. This position is based on a ten (10) month contract.
2. Suitability for employment must be established with an extensive background investigation.
3. Hopi/Indian Preference in employment is considered.