



## FULL-TIME BUS DRIVER JOB DESCRIPTION

<b>Job Title: Part-Time Bus Driver</b>	<b>Department: AIES</b>
<b>Reports to: Principal</b>	<b>Employment Status: Full-Time</b>
<b>Salary: Up to \$25.00/Hourly Per Experience</b>	<b>Driving Classification: Commercial Class B Driver's License with Passenger and School Bus Endorsement</b>

**Summary:** To perform the job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions:

### **Essential Functions:**

**Position Overview:** Under the supervision of the principal, operates a school bus over designated routes to transport students safely and efficiently; perform regular safety inspections; prepare a variety of records and reports related to assigned activities; and other related duties as required.

### **Responsibilities:**

#### **Bus Driver Duties/Tasks (Approximately 6 Hour Daily)**

Drives a bus on an as needed basis or in the absence of regular-time bus driver(s) over designated routes picking up and discharging students in accordance with specified times schedules.

- Transport students and staff on special trips to various locations within the area and long distances.
- Maintains order among students while on the bus and while at bus stops utilizing the bus aide.
- Conduct daily headcount of students embarking and dis-embarking the bus.
- Follows specified start up and shut down procedures before and after each run.
- Maintains bus cleanliness in accordance with district guidelines.
- Prepare log and reports as directed.
- Conduct required daily safety inspections of buses, inspecting interior, exterior & engine of the vehicles.
- Report major mechanical malfunctions or other problems as required.
- Maintain mileage, logs, time records, and related records as required.
- Determine appropriate action in potential or real medical emergency situations according to established guidelines and administer first aid to passengers as needed.
- Attend safety meetings and driver education and safety programs as directed.
- Maintain effective bus and bus-to-base communications.
- Maintain effective communications between co-workers, supervisor, and dispatcher.
- Maintain required in-service hours needed and required by law to maintain current school bus driver's license.
- Perform other duties as assigned by the principal or transportation coordinator.

### **Education:**

High School Diploma required; some college preferred

### **Experience:**

Approximately 1-2 years supervising and transporting children on school buses

**Certificates and Licenses:**

Commercial Class B Arizona Driver's License with Passenger and School Bus Driver Endorsements

**Physical Demands:**

Ability to lift, push, or pull up to 50 lbs. or more.

*The Indian Preference Act will be enforced. The above statements are intended to describe the general nature and level of the work being performed by people assigned to this work. This is not an exhaustive list of all duties and responsibilities associated with it. The Fort Mojave Indian Tribe reserves the right to amend and change responsibilities to meet business and organizational needs.*