

POSITION TITLE:	BUS DRIVER TRAINEE	FLSA:	NON-EXEMPT
CONTRACT TERM:	TEN (10) MONTHS	DATE APPROVED:	12/12/2023

POSITION SUMMARY: Under the general supervision of the Transportation Supervisor/Bus Driver is responsible for the basic function to drive the school bus, perform minor mechanical repairs, basic maintenance of the school bus, daily and weekly reports, and ensure that the school bus, daily and weekly reports is in safe operating condition to safely transport students to and from school, special events, and trips.

TRAINING:

1. Individual responsibility to keep all requirements in current order complying with the applicable valid certifications, as follows:
 - a) Physical Examination Federal Physician for CDL – up to every two years
 - b) Drug and Alcohol Screening – once a year
 - c) Random selection of drug and alcohol testing – any time
 - d) Refresher courses for CDL – every two years
 - e) New Driver/Refresher Training – every two years
 - f) CPR and First Aid Cards –every one-two years
 - g) DPS Physical Agility Test – every two years
 - h) GSA Defensive Driving – every five years
 - i) Food Handler Card Update – every two years
 - j) Background Check – anytime
 - k) Bus Evacuation Drill – twice a year
 - l) Attend BIE Mandated SCAN Training – every year
 - m) Attend 2 hours of Sexual Harassment Training – every year
 - n) Complete BIE Mandated Security Awareness Training – every year
 - o) Arizona DPS, Level One Fingerprint Clearance Card - Every five (5) years
 - p) Attend School Improvement/Professional Development Training – at any time

DUTIES AND RESPONSIBILITIES:

1. Performs basic First Aid and/or medical attention to ill and/or injured students; refer ill and/or injured students to local public health services as appropriate based on assessed need; administers prescription and non-prescription medications to students in accordance with physician orders and parent’s permission; maintains current records of all medication/related health care provided.
2. Promote and provide leadership for the improvement and advancement of school transportation.
3. Promote the interest and welfare of the school transportation department.
4. Inspect and maintain school buses daily, before and after transporting students.
5. Ability to work a flexible shift and flexible hours including weekends.
6. Participates in departmental meetings.
7. Maintain record keeping.
8. Submit the accident report and keep the document on file
9. Initiate SCAN reporting
10. Maintain the Bus in good orderly condition for student safety.
11. Maintains a clean and disinfected area, including but not limited to doorknobs, thermometers, tables, counters, etc.
12. Provides timely information to the designee. Provide direct student supervision, document any unusual behavior, make referrals, and follow up on any referrals.
13. Will provide COGNIA evidence in each standard and indicators for each fiscal year.
14. Performs other duties as assigned by the Supervisor or Designee.

STUDENT MANAGEMENT:

1. Maintain a disciplined environment on the bus while transporting students.
2. Instruct students on bus safety, bus rules, and bus evacuation drills.
3. Ability to be tactful, courteous, and patient and have empathy to deal with children of various ages and learning levels in a mature and understanding manner.

4. Ability to drive the bus safely and supervise children on the bus.
5. Enforces safety regulations throughout the transportation period, administers disciplinary action to noncompliant students; transports students to intramural/extracurricular activities events.
6. Unload students at the designated zone and release the students to the Teachers.

BUS MAINTENANCE:

1. Performs routine maintenance and pre-trip inspection of vehicles (i.e., check oil, transmission fluid level, belts, radiator, lights, flashers; performs visual and physical vehicle inspection for proper operating conditions; verifies the operating condition of two-way radio; remains with the vehicle during break-down situations to ensure the safety of students and equipment.
2. Performs general maintenance repair work on school buses and school-owned vehicles, using shop machines (i.e., tire repair, oil fluid).

QUALIFICATIONS REQUIREMENTS:

1. Education: High School diploma
2. Experience: One (1) year of experience as a bus driver and other comparable driving and in addition to one (1) year of supervisory experience.
3. Certification required: Must have valid Arizona State CDL with Class A or B with “P” and “S” (School Bus Endorsement) and Arizona State Transportation Certification.
4. CPR, First Aid, First Responder and Food Handler certificate is required.

KNOWLEDGE, SKILLS, AND ABILITIES:

- a. Knowledge of all regulations and requirements for pupil transportation.
- b. Knowledge of Pinon Community School’s mission, goals, objectives, policies, and procedures.
- c. Knowledge of Government Service Administration (GSA) requirements, regulations, and standards for leased vehicles.
- d. Knowledge of state and federal Commercial Driving rules and regulations and the Arizona State Minimum Standards for School Buses.
- e. Knowledge of some medical experience preferred.
- f. Ability to maintain confidentiality and comply with HIPAA and all other compliance standards.
- g. Ability to function well in a high-paced and at times stressful environment.
- h. Knowledge and support of the PCS mission and vision statement.
- i. Skills in establishing and maintaining an effective working relationship with students, parents, staff and community members.
- j. Skill in scheduling, assigning, instructing, and supervising all passengers.
- k. Skill in communicating in Navajo and English.
- l. Ability to be tactful, courteous, and patient and have empathy to deal and communicate with children of various ages and learning levels in a mature and understanding manner.
- m. Skill in driving safely on the road of varying conditions including paved, gravel, dirt, mud, and rutted/washboard.
- n. Skill in communicating courteously and professionally

Condition of Employment: Subject to background investigations as required by P.L. 101-647 to determine suitability for employment.

Fingerprint Clearance Card: All employees, School Board members, and volunteers as noted in the Indian Child Protection and Family Violence Prevention Act set forth at 25 U.S.C. § 3201 et seq. and as further defined in 25 C.F.R. § 63-10 et seq., and the Crime Control Act of 1990 set forth at 42 U.S.C. § 13401 et seq., shall successfully complete a background check to include criminal history checks conducted pursuant to fingerprints checks as set forth in the above-noted laws and regulations to include applicable federal, state, and tribal jurisdictions. Employment shall not be offered to applicants who fail to meet the standards set forth in the above-note laws.

All teachers and individuals that work at Pinon Community School are required to have an active fingerprint clearance card prior to employment. This is to determine the employee’s suitability, character, reputation, and trustworthiness is not in question to have Identity Verified Prints (IVP) fingerprint clearance card on file. The fingerprint clearance card will be periodically updated every five (5) years for the status of current IVP fingerprint clearance cards.

Physical examination: Physical examination is required within thirty (30) calendar days of employment. After an offer has been made to an applicant in designated job categories, a medical examination will be performed by a health professional of the school's choice, at the school's expense. The offer of employment and assignment to duties is contingent upon the results of the medical examination. Information on an employee's medical history or results from an examination will be filed and maintained separately from the employee's personnel file.

The school may require an employee to undergo a medical examination, including random drug and alcohol testing, at any time that the school questions the employee's ability to perform his or her assigned duties, or questions whether the employee may be a direct threat to the health or safety of the employee or others. An employee's refusal to submit to testing under this policy is grounds for discipline, including termination.

Physical Effort: Frequently lifting and moving objects weighing over 50 pounds; occasional lifting up to 75 pounds. The job requires physical endurance in standing, climbing, bending, stretching, pulling, and walking on uneven surfaces.

No Driving under the influence of Alcohol (DUI) arrest or conviction within the last five years; no more than one (1) DUI conviction in one's lifetime. Must have a valid AZ State Driver's License and required Commercial Driver's License (CDL).

Performance Evaluation: This position is subject to a ninety (90) days probationary period evaluation which will be conducted within 30 days of the conclusion of the probationary period for the newly hired employee; then subject to bi-annual performance evaluations for contract renewal or non-renewal consideration.

SUPERVISOR: Transportation Supervisor/Bus Driver.

CERTIFICATION

I have received a copy of my position description and certify that this is an accurate statement of the major duties and responsibilities of this position. I also understand that I will be required to perform these duties and responsibilities.

Employee's Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____.