LAKE HAVASU UNIFIED SCHOOL DISTRICT #1
Human Resources Department

Position Title:	Bus Driver	**Location:**	Transportation
Reports To:	Transportation Supervisor	**Supervises:**	None
Classification:	Support	**Status:**	Full-time
FLSA Status:	Non-Exempt	**Benefit Eligible:**	Yes
Work Year:	12 months	**Salary:**	see lhusd.org website

Education and Experience Requirements

- High school diploma or equivalent and a minimum of five years of experience and knowledge as a bus driver is desirable.

Certificates and Licensure Requirements

- Commercial Driver's License (Class B) with P and S endorsements
- IVP fingerprint clearance card through AZ Department of Public Safety
- First aid and CPR training

Summary

- To transport students in a safe and orderly manner

Qualifications

- Clean driving record
- Previous Arizona Bus Driver Certificate desirable

Responsibilities and Requirements

SAFETY

- Follow guidelines and rules set forth by the Transportation Department
- Conduct inspections on vehicles, equipment, and reporting their condition.
- Inform the supervisor of unsafe equipment or situations.
- Drive in a safe and orderly fashion, while maintaining a neat and orderly bus
- Supply weekly reports on vehicle conditions and usage along with the status and condition of the bus.
- Student safety during emergency evacuation procedures

TRANSPORTATION

- Conduct pre-trip inspection.
- Maintain and submit an accurate and complete trip record including all miles driven and problems noted.
- Maintain a safe transportation environment which includes disciplining students who are creating safety hazards and reporting the same to the Transportation Supervisor
- Conduct post-trip inspection.
- Research and retrieve data from files as requested (e.g. vendors, staff, schools, personnel, administrative staff and governmental agencies) for the purpose of providing needed information.
- Conduct post-trip inspection.

REPORTING

- Inspect, report, and record conditions which relate to the bus and usage.
- Act as consultant to the Transportations Supervisor or his designee and make recommendations for future needs.

TEAM MEMBER

- Work in cooperation with other district personnel, administration, faculty, and staff with regard to the conduct of activities in this function
- Train and conduct in-service as directed for other District personnel.

OTHER

- Daily clean and sanitize the vehicle.
- Perform those duties which protect the health and safety of students and employees.
- Perform other duties when assigned by the Transportation Supervisor
- Keep buses washed.

Physical Demands and Work Environment

- Physical Effort
- Bending, stooping, lifting and climbing
- Repetitive motion and eye strain through extensive utilization of computer hardware and software
- May require lifting materials and supplies weighing up to 50 pounds.
- Physical agility test

EEOC

Lake Havasu Unified School District provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetic information, veteran status, or any other characteristic protected by federal, state or local laws.

This job description is intended to accurately reflect the position activities and requirements. Administrators and supervisors reserve the right to modify, add, or remove duties and assign other duties as necessary. It is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position.