

MOENCOPI DAY SCHOOL

POSITION DESCRIPTION

TITLE:	Bus Driver
EMPLOYMENT:	10 Months (non-exempt)
SUPERVISOR:	Chief School Administrator
PRIMARY RESPONSIBILITY:	Plays a vital role in transporting students to and from school and school related activities safely and skillfully; help to create and maintain a clean, well maintained, orderly and disciplined environment while operating school buses ensures the smooth and efficient operation of the transportation department.
ADHERENCE TO:	Hold a firm belief and commitment to MDS philosophy, vision, and mission.

QUALIFICATIONS

- Required high school diploma, GED, or equivalent, preferred AA degree.
- Required valid Commercial Driver's License (CDL) and Child Transport Certificate, good driving record.
- Required two (2) years of commercial driving experience, a bus a plus; ability to operate vehicles such as vans, pickup trucks, SUVs, and cars.
- Ability to operate buses with a rated capacity of 30-60 passengers.
- Limited maintenance skills as required by the school.
- Required to pass agility test.
- Required yearly drug testing; must pass test.
- Required physical examination.
- Required valid CPR/First Aid Certificate.
- Must pass Background Check with Navajo Nation and/or Hopi Tribe, Arizona Department of Public Safety and Federal.
- Must in their background reference check demonstrate successful, positive, multi-year employment and performance of duties at each of the last three (3) employment positions.
- Hopi/Native American Preference.
- Excellent communication skills: ability to communicate and collaborate well with staff, students, parents, and community.

RESPONSIBILITIES

- Operates a school bus on assigned routes transporting students to and from school on regularly established schedules.
- Transport students on field trips and to and from medical facilities, as necessary.
- Responsible for the supervision of students and for assuring their safety while being transported or while students are in the loading areas.
- Required to perform other driving duties, including picking up supplies, transporting students and adults on town trips, and picking up special items or supplies needed by the school.
- Perform other driving tasks operating sedans, flatbed, pickup trucks, or other vehicles owned by the school.
- Required to perform daily vehicle maintenance and safety checks and clean buses on a regular basis, ensuring the safety and efficient operation of school vehicles.
- Maintain certification, compliance and reviews updated regulations with Arizona Student Transportation.
- Assist in transporting vehicles to service organizations for scheduled maintenance and services on all school vehicles.

Amended and approved on: April 1, 2026

- Required to complete preventive maintenance records and accident reports, as necessary.
- May be assigned other school related duties such as, but not limited to, facility maintenance duties, janitorial duties, clean-up of outside areas or buildings and assisting in the cafeteria.
- Responsible for enforcing school approved discipline plan; Utilize appropriate language, interactions, and positive behavior interventions system (PBIS).
- Maintain confidentiality of student and family information in compliance with FERPA and school policy.
- Adhere to guidelines set by the Bureau of Indian Education and Arizona Department of Education and school policies.
- Always be responsible for the supervision of students.
- Will make collaborative efforts to assist in reaching school improvement goals.
- Will be in daily attendance of 90% or better monthly.

OTHER REQUIRED RESPONSIBILITIES

- Attends staff meetings and all required school in-service program activities and participate in school committee meetings.
- Serve on school improvement team.
- Be responsible for own involvement as a contributing member involving group decisions and the development of a positive, cooperative building environment.
- Be responsible for following accountability procedures; know and observe Board policies and regulations.
- In the event of absence, contacts his/her immediate supervisor within the specific time to ensure coverage of duty area.
- Provides Quality Customer Service.
- Performs other duties as assigned.

ACKNOWLEDGEMENT

By signing this, I acknowledge that I have read, understand and have discussed this position description with my supervisor. I understand the responsibilities of this position and am prepared to accept these responsibilities.

APPLICANT PRINT NAME _____ **SIGNATURE** _____ **DATE** _____

SUPERVISOR PRINT NAME _____ **SIGNATURE** _____ **DATE** _____