MOENCOPI DAY SCHOOL
POSITION DESCRIPTION

TITLE: **BUS DRIVER**

EMPLOYMENT: School Year (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 commercial driving experience, a bus a plus; ability to operate vehicles such as vans, pickup trucks, SUVs and cars;
- Ability to operate bus with a rated capacity of 30-60 passengers;
- Limited maintenance skills as required by the school;
- Required Food Handler's Permit;
- 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 work 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 student 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;

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- 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;
- Assist in transporting vehicles to service organization for scheduled maintenance and services on all school vehicles;
- Required to complete preventive maintenance records and accident reports as necessary;
- May also be assigned other school related duties such as, but not limited to, janitorial duties, clean-up of outside areas or buildings and assisting in the cafeteria;
- Will make collaborative efforts to assist in reaching school improvement goals.
- Will spend additional time with MDS students within and outside classroom to reach AYP;
- Will be in daily attendance of 90% or better on a monthly basis.

OTHER REQUIRED RESPONSIBILITIES

- Attends staff meetings and all required school in-service program activities and participate in school committee meetings;
- 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_____

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