



KIN DAH LICHÍ'Í ÓLTA'

POSITION DESCRIPTION

Revised 04/13/2018

TITLE: Bus Driver	EMPLOYMENT: 9.5 Months
CLASSIFICATION: Non-Exempt	CATEGORY: Classified

GENERAL STATEMENT OF RESPONSIBILITIES: Plays a vital role in transporting students to and from school and for school sponsored activities safely/skillfully. To assist in providing a clean, well maintained, orderly and disciplined environment while operating school buses. To play an integral part in providing a service-oriented relationship with students and staff; to help ensure the smooth and efficient operation of transportation services.

Necessary Qualifications:

- High School Diploma or GED.
- One year bus driving experience.

An equivalent combination of education, training and work experience which provides the capabilities to perform the described duties may be considered.

Special Requirements:

- Valid Commercial Driver's License (CDL) with Passenger and School Bus Endorsement.
- Valid Bus Driver's Certification from Arizona Department of Public Safety Student Transportation.
- First Aid and CPR Certification is required within 30 days of hire.
- Successful completion of all interviews, background checks, and fingerprint clearance requirements, and submission of all required employment-related documents and forms.
- Knowledge and familiarity with the Navajo language, culture, and people is a preferred qualification.
- Applicant's background checks must demonstrate successful, positive, multi-year employment and performance of duties at each of applicant's last three (3) employment positions.

Knowledge, Skills, and Abilities:

- Knowledge of transportation laws, regulations and requirements in transporting students, including KDLO Student Policies and Procedures.
- General maintenance skills as required by the school.
- Ability to relate and work with staff, parents, and students.
- Ability to operate and communicate 10-code by two-way radio.
- Excellent written and oral communication skills.

Duties and Responsibilities:

- Transports students to and from school and school sponsored activities in a school bus or vehicle.
- Performs pre and post-trip inspections after each bus run, and reports maintenance concerns and problems to Lead Bus Driver.

- Performs light maintenance on school vehicles and buses, and maintains cleanliness of buses.
- Ensures the safe and efficient operation of school vehicles.
- Assists in the general care and maintenance of school equipment, quarters and building as assigned.
- Maintains proper student discipline in and around school vehicles and while bus is in operation.
- Complies with all transportation laws, regulations, and requirements in transporting students.
- Reports infractions of school bus safety rules to appropriate personnel.
- Participates in school bus evaluation drills.
- Ensures that children take their belongings with them when departing the bus.
- Maintains strict confidentiality of student information.
- Works with Bus Monitor to maintain order on the bus.
- Maintains school bus travel and mileage log, and records as required.
- Maintain all required licenses and certificates in current status and report to immediate supervisor in the event any required license or certificate lapses, is suspended or revoked.
- Attend and participate in committee meetings, in-service trainings and related activities consistent with duties.
- Complies with School policies, procedures, mission, goals and objectives, and exercises discretion and sound judgment in matters not covered by policy.
- Performs other duties as assigned.

Supervision Received By: Operations Manager

Working Hours: In accordance with Board Policies

Evaluation Procedure: In accordance with Board Policies

CERTIFICATION

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

REVIEWED BY: _____ DATE: _____
Employee

APPROVED BY: _____ DATE: _____
Immediate Supervisor

KDLO gives preference to eligible and qualified applicants in accordance with the Navajo Preference in Employment Act.

DISCLAIMER: The information on this position description has been designed to indicate the general nature and level of work performance by an employee of KDLO for this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed to ensure the continued operations and services for KDLO.