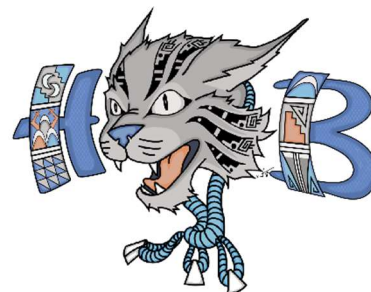


Hotevilla Bacavi Community School

POSITION DESCRIPTION

Approved: March 13, 2026



TITLE: Bus Driver	EMPLOYMENT: 10 Months
CLASSIFICATION: Non-Exempt	CATEGORY: Support

GENERAL STATEMENT OF RESPONSIBILITY: This position performs duties of operating a twenty to seventy three passenger school bus to transport students to school and back home, field trips and to home during emergencies following Arizona State pupil transportation laws.

I. QUALIFICATIONS

1. High school diploma or GED
2. Have good verbal and written communication skills
3. Possess a class A or B commercial driver license with S & P endorsements
4. Possess a valid Arizona School Bus Driver Certification
5. Two years' experience as a school bus driver preferred
6. Willing to work irregular and split shift hours
7. Knowledge of Hopi Culture/Language preferred
8. Must have or obtain CPR and First Aid certification
9. Must pass criminal background checks by state, federal, and Hopi Tribe
10. As a minimum qualification, applicant's background checks must demonstrate successful, positive, multi-year employment and performance of duties at each of applicant's last 5 years of employment

II. DUTIES AND RESPONSIBILITIES

1. Operates buses of various sizes to transport students to and from school, and to school activities following a scheduled bus
2. Follows all Arizona Student Transportation laws and Hopi Laws.
3. Performs daily safety inspection on school bus. Keeps a list of all inspections, mileage, fuel used, and destination traveled.
4. Perform minor maintenance on school bus and other school vehicles as needed
5. Keeps a log of all driving time and down time. Turn in weekly to ~~supervisor~~ Support Service Clerk
6. Turn in reports and review monthly reports (all information logged in and repairs needed) with Supervisor
7. Submits requisitions for parts and supplies.
8. Keeps assigned bus clean
9. Conducts safety evacuation drills with students and staff
10. Develop a scheduled bus route and identifying pick-up and drop-off locations
11. Review, demonstrate and post student behavior expectations while using school transportation services.
12. Check with the front office for any changes in drop-off locations of students before departing to take students home
13. When necessary, transport students' home in case of an emergency or when ~~a student is sick~~
14. Will make collaborative efforts to assist in reaching school improvement goals.
15. Will be in daily attendance of 90% or better on a monthly basis.

III. OTHER REQUIRED RESPONSIBILITIES

1. Attend staff meetings and all required school in-service program activities.
2. Be responsible for own involvement as contributing member involving group decisions and the development of a positive, cooperative building environment.
3. Be responsible for following accountability procedures; know and observe Board policies and regulations.
4. Account for school and school property, as required.
5. Provide Quality Customer Service.
6. In the event of absence, contact his/her immediate supervisor within the specific time ensure coverage of duty area.
7. Performs other duties as assigned by supervisor.

IV. **SUPERVISION RECEIVED BY:** Principal

CERTIFICATION

I certify that I will perform the duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Hotevilla Bacavi Community School Board functions for which I am responsible. This certification is made with the acknowledgement that this information is to be used for statutory purposes relating to appointment and payment of public/federal funds, and that any false or misleading statements may constitute violations of such statutes and their implementing regulations, or school policies.

REVIEWED BY: _____ DATE: _____
Employee

APPROVED BY: _____ DATE: _____
Immediate Supervisor

APPROVED BY: _____ DATE: _____
Governing School Board