

# HELP WANTED

## **School Bus Driver/Maintenance (10-Month Position)**

This position requires a CDL Class B with Passenger and School Bus endorsements, AZ DPS School Bus Certification, high school diploma or equivalent; clean 39-month MVR with no DUI's in the previous 10 years; ability to successfully complete National criminal background check, and valid AZ IVP Fingerprint Clearance Card.

### ***The School Will Train for CDL and AZ DPS School Bus Certification***

Responsible for ensuring the health, safety and welfare of the children, staff and volunteers during bus transportation to and from the school and on field trips. It is also the role of the Bus Driver to: guarantee that the bus is clean and in proper working condition at all times; follow assigned bus routes safely; ensure all children are in age appropriate child safety restraints; ensure children remain in their seats until they reach their destination; assist in ensuring child/staff ratio is maintained on the bus and provide day to day guidance to the Bus Monitors; maintain all transportation records required; and, evacuate children in case of emergency. When not driving, responsible for school building/grounds repair and maintenance.

- Transports children to and from school.
- Picks up and drops children along scheduled routes at the same time every day.
- Enforces rules regarding conduct.
- Monitors student behavior and stops any horseplay immediately.
- Works effectively and patiently with students, parents, school officials, and the public.
- Works at school in other occupations such as janitors, cafeteria workers, groundskeepers, etc.
- See complete job description on following pages.

**Salary DOE \$13.74-\$14.37/hr.**

**To apply\*:**

Complete application on [www.BWCS.K12.AZ.US](http://www.BWCS.K12.AZ.US) and mail with resume and 39-Month MVR to:

**Peggy Huff  
Blackwater Community School  
3652 E. Blackwater School Rd.  
Coolidge, AZ 85128**

**OR**

**E-mail to: [Peggy.Huff@bwcs.k12.az.us](mailto:Peggy.Huff@bwcs.k12.az.us)  
FAX: 1-800-507-5310**

*\* Please submit a 39-month MVR with your application*

**Posted: 5/25/2018**

**Posting close date: Until Filled**

# Blackwater Community School Job Description

**Job Title:** Bus Driver

**Department:** Transportation

**Reports To:** Transportation Supervisor

**FLSA Status:** Non-Exempt

**Prepared By:** Peggy Huff

**Prepared Date:** June 1, 2015

**Approved By:** Jagdish Sharma

**BOT Approved Date:** June 2, 2015

## Summary

Responsible for ensuring the health, safety and welfare of the children, staff and volunteers during bus transportation to and from the school and on field trips. It is also the role of the Bus Driver to: guarantee that the bus is clean and in proper working condition at all times; follow assigned bus routes safely; ensure all children are in age appropriate child safety restraints; ensure children remain in their seats until they reach their destination; assist in ensuring child/staff ratio is maintained on the bus and provide day to day guidance to the Bus Monitors; maintain all transportation records required; and, evacuate children in case of emergency.

## Certificates, Licenses, Registrations

Arizona Class B CDL Driver License

Valid Arizona DPS Fingerprint Clearance Card

Arizona School Bus Driver Certificate

Ability to Pass National Criminal Background Screen

Clean 39-month MVR and no DUI's in the previous 10 years.

## Education and/or Experience

Minimum High School Diploma and six months to one year related experience. Experience with Native American School Systems preferred.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

- Transports children to and from school.
- Picks up and drops children along scheduled routes at the same time every day.
- Greets each student as he or she boards the school bus
- Signals children when to cross street or highway and assures that children are safely across upon departure from bus.
- Brings opportunities for improvement to routes schedule or safety to the supervisor.
- Before stopping, operates stop sign and flashing lights on bus to alert traffic.
- Checks the bus tires, lights, and oil and do other basic maintenance.
- Monitors safety of their buses, i.e. regular checks on brakes, tires, turning signals and mechanical equipment.
- Thoroughly completes BWCS pre-trip checklist on their assigned vehicle and maintains the form in the log.
- Thoroughly completes BWCS post-trip checklist on their assigned vehicle, maintains the form in the log and reports necessary repairs to supervisor immediately.
- Completes all required paperwork and reports in a timely fashion.
- Follows a planned route on a time schedule.
- Reports any delays that may affect the route immediately to supervisor.
- Helps disabled children get on and off the bus.
- Ensures children stay in their seat at all times.

- Follows traffic laws and state and federal transit regulations.
- Listens to alerts about bad weather.
- Navigates roads carefully and watches for debris, or slippery spots.
- Reports any and all crashes or incidents, whether or not damage is apparent, including crashes with property, pedestrians, vehicles, animals, and passengers. Also report those crashes near, but not involving, your bus immediately.
- Enforces rules regarding conduct.
- Monitors student behavior and stops any horseplay immediately.
- Works effectively and patiently with students, parents, school officials, and the public.
- Drives students to field trips, sporting events, and other activities.
- Informs supervisor of discipline problems, bus conditions, highway conditions, and changing pick-up/discharge conditions.
- Works at school in other occupations such as janitors, cafeteria workers, groundskeepers, etc.
- Assists in bus loading/unloading.
- Helps out with conditions such as routine overload, route adjustments, equipment repair, loading stop adjustments, and other areas of student safety.
- Keeps up-to-date on all Federal and State rules and regulations.
- Reports any suspected child abuse according to SCAN guidelines.
- Participates in at least two school bus evacuations each year.
- Sweeps and cleans bus post-trip according to Arizona minimum standards.

### **Supervisory Responsibilities**

This position has no supervisory duties.

**Skills and Abilities:** The following characteristics and physical skills are important for the successful performance of assigned duties.

- Ability to show respect and sensitivity for cultural differences, and promote a harassment-free environment.
- Ability to uphold organizational values by working ethically and with integrity.
- Active listening skills.
- Ability to focus on solving conflict, not blaming; maintain confidentiality, and keep emotions under control.
- Problem Solving skills including using reason even when dealing with emotional topics.
- Ability to write clearly and informatively, presents numerical data effectively, read and interpret written information.
- Ability to observe safety and security procedures, reports potentially unsafe conditions, use equipment and materials properly.
- Ability to adapt to changes in the work environment and manage competing demands.
- Ability to work within approved budget and conserves organizational resources.
- Ability to uphold organizational values by working ethically and with integrity.
- Ability to consistently be at work and on time.
- Ability to read and interpret documents such as safety rules, write routine reports and correspondence.
- Ability to add, subtract, multiply, and divide in all units of measure.

- Knowledge of Internet software, E-mail software, Spreadsheet software and Word Processing software.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties this position will supervise/interact with children ages 3-10, and the employee is frequently required to stand; walk up to 250 yards 50% of the day; sit and talk or hear. The employee is frequently required to use hands to finger, handle, or feel; reach with hands and arms and smell. The employee must regularly lift and /or move up to 25 pounds, frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include vision of both eyes, close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. According to DOT regulations this employee cannot be diagnosed with diabetes and be under treatment of insulin.

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### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly exposed to moving mechanical parts; outside weather conditions and extreme heat. The employee is frequently exposed to extreme cold and vibration. The employee is occasionally exposed to wet and/or humid conditions; high, precarious places; fumes or airborne particles and toxic or caustic chemicals. The noise level in the work environment is usually moderate.

I, \_\_\_\_\_, have reviewed this job description and confirm I am able to perform the essential duties of the position with or without reasonable accommodations.

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Signature

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Date