

School Bus Operator

Purpose Statement

The job of School Bus Operator is done for the purpose/s of transporting students over scheduled routes and/or to/from special excursions; ensuring vehicle is in safe operating condition; and ensuring safety of students during transport, loading and unloading from buses.

Essential Functions

- Assesses incidents, complaints, accidents and/or potential emergency situations for the purpose of resolving immediate safety issues and reporting situation to administrator for additional review.
- Assists students and other passengers (e.g. seating, restraints, special equipment, lifts, etc.) for the purpose of providing proper positioning and/or safe loading and unloading from buses including both emergency situations (including bus evacuations) and normal transport.
- Communicates with parents, students, teachers, administrators, other drivers, dispatcher, etc. for the purpose of conveying and/or receiving information.
- Conducts reviews of safety and evacuation procedures (e.g. location of emergency kits, proper operation of two-way radio, etc.) for the purpose of ensuring the safety and security of bus passengers.
- Drives schools' buses for the purpose of transporting regular education and/or special education students over scheduled routes and to/from school and/or field trips in a safe and timely manner.
- Fuels assigned vehicle (e.g. oil, water, fuel, etc.) for the purpose of maintaining vehicle in a safe operating condition.
- Maintains assigned vehicles, both interior and exterior (e.g. fuel/oil levels, performing vandalism checks, cleaning floors/windows/seats, etc.) for the purpose of ensuring safety, appearance, and sanitation of vehicle.
- Monitors students, parents and/or teachers during transit for the purpose of maintaining order and ensuring the safety of passengers.
- Performs pre-trip and intra-stop inspections (e.g. fluid levels, tire pressure, lights, exterior condition, tracking or hazardous devices, etc.) for the purpose of ensuring the safe operating condition of the vehicle and meeting state requirements.
- Prepares documentation (e.g. daily mileage and condition reports, incident/accident reports, inspections, disciplinary and positive behavior reports, mileage, etc.) for the purpose of providing written support and/or conveying information.
- Recommends route adjustments for the purpose of coordinating bus routes and maximizing the District's transportation services.
- Verifies student access and egress from bus (e.g. bus passes, labels, etc.) for the purpose of ensuring that riders load and unload from bus at correct stops.

Other Functions

Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; administering first aid/CPR; performing non violent crisis intervention and restraint techniques; and operating school buses and related equipment.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: safety practices and procedures; and reading maps.

ABILITY is required to schedule activities, meetings, and/or events; gather and/or collate data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using defined methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: being attentive to detail; exercising good judgment; working without immediate supervision; meeting deadlines and schedules; working with constant interruptions.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, some climbing and balancing, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 75% sitting, 20% walking, and 5% standing. The job is performed under temperature extremes and under conditions with exposure to risk of injury and/or illness.

Experience: Job related experience is required.

Education: Targeted, job related education with study in job-related area.

Equivalency: .

Required Testing:

Pre-employment Medical Examination

Certificates and Licenses

Arizona State Commercial Driver's License Class B with "P" and "S" Endorsements/ Arizona State Standards for Physical Performance, Current and Valid First Aid/CPR, Current School Bus Driver Certificate, Crisis Prevention Intervention Training (levels 1 and 2).

Continuing Educ. / Training:

Maintain all required licenses and certifications

Clearances

IVP Fingerprint Clearance Card required, Measles/Rubella Immunity/Vaccination, Pre-Employment DOT Screening, Valid form I-9

FLSA Status

Non-Exempt

Approval Date

Salary Grade

20