



KIN DAH ŁICHÍ'Í ÓLTA'

POSITION DESCRIPTION

Revised 04/16/2011

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.

I. QUALIFICATIONS:

1. High School diploma or GED.
2. A valid commercial driver's license (CDL)
3. General maintenance skills as required by the school.
4. Two or more years experience in driving commercial vehicles.
5. Ability to communicate well with staff, parents and students.
6. First Aid and CPR skills.
7. Valid Bus Driver's Certification from Arizona Department of Public Safety Student Transportation
8. Must pass criminal background checks by state, federal and Navajo Nation
9. 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. Transports students to and from school and school sponsored activities in a school bus/vehicle.
2. Performs light maintenance on school vehicles, and buses; maintain cleanliness of buses.
3. Ensures the safe and efficient operation of school vehicles.
4. Assists in the general care and maintenance of school equipment, quarters and building as assigned.
5. Responsible for maintaining proper student discipline in and around school vehicles while they are in operation.
6. Complies with all transportation laws, regulations and requirements in transporting students.
7. Maintains school bus travel log and records as required.
8. Participates in in-service trainings to maintain license/certification.
9. Performs other duties as assigned by supervisor.

- III. SUPERVISION RECEIVED BY: Transportation Manager
- IV. WORKING HOURS: In accordance with Board policies
- V. EVALUATION PROCEDURE: In accordance with Board policies

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 Kin Dah Lichi'i Olta', Inc. Governing Board of Education 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 statues and their implementing regulations, or school policies.

REVIEWED BY: _____ DATE: _____
Employee

APPROVED BY: _____ DATE: _____
Immediate Supervisor