

GREASEWOOD SPRINGS COMMUNITY SCHOOL

Position Description

POSITION TITLE:	Bus Driver	CLASSIFICATION:	Non-Exempt
CONTRACT TERM:	School Year	BOARD APPROVAL:	4/08/2026

POSITION SUMMARY

The basic function is to drive the school bus and insure that the school bus is in safe operating condition to transport students to and from school, special events and trips.

DUTIES AND RESPONSIBILITIES

1. Transports students to and from School, following a preplanned route according to a definite time schedule.
2. Drives bus carefully and in compliance with traffic regulations.
3. Assumes responsibility for the safety of students in loading, unloading and transporting them to and from School
4. Promotes and provides leadership for the improvement and advancement of the school transportation
5. Promotes the interest and welfare of the school transportation
6. Inspects and maintains school bus daily, before and after transporting students
7. Maintains a disciplined environment on the bus while transporting students; reports unruly or disruptive student behavior to Lead Bus Driver.
8. Reports delays and accidents when related to GSCS or bus.
9. Instructs students on bus safety, bus rules, bus evacuation drills
10. Prepares reports on condition and operation of school bus, driving log, mileage reports
11. Ensures to report immediately any deficiencies within the transportation program to Lead Bus Driver.
12. Drives bus on special field trips, sports trips, academic trips, and Residential trips
13. Administers First Aid or CPR if needed
14. 24-hour on-call availability for school emergencies and to provide student transportation beyond the regular tour of duty.
15. Attends and participates in committee meetings, in-service trainings and related activities consistent with duties and school improvement outlined in School Improvement Plan
16. Performs other duties as assigned by Lead Bus Driver, including those related to functions and activities outside normal duties and hours of work.

ORGANIZATIONAL RELATIONSHIP

The Bus Driver reports to the Lead Bus Driver.

KNOWLEDGE, SKILLS AND ABILITIES

1. Ability to be tactful, courteous, patient and have empathy to deal with children of various ages and learning levels in a mature and understanding manner
2. Ability to drive bus safely and supervise children on the bus
3. Knowledge of First Aid and CPR
4. Ability to work a flexible shift and flexible hours including weekends

NECESSARY QUALIFICATIONS

1. High School diploma
2. Must have valid Arizona State CDL with Class A or B with "P" and "S" endorsement (School Bus Endorsement) and Arizona State Transportation Certification and maintain good driving record both on and off the job.
3. Knowledge and familiarity with the Navajo language, culture and people preferred.
4. Successfully pass background investigation by demonstrating a successful work history at the last three (3) employers and for at least the past five (5) years. A successful work history includes positive evaluations, positive conclusion to the employment relationship and successful multi-term employment in which goals were achieved.
5. Hold and maintain a valid Arizona motor vehicle operator's license and a driving record satisfactory to the School's insurance company. Maintain a good driving record both on and off the job
6. Must pass fingerprint background check, annual drug test, random drug test, physical exam and agility test.
7. Must have CPR, First Aid, Food Handler, Fire Safety, Security Awareness and Defensive Driving training certificates.

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CERTIFICATION

The statements outlined in this position description are intended to describe the general nature and level of work being performed by people assigned to this position. This is not intended to be construed as an exhaustive list of all responsibilities, duties and skills that may be required. This position description is subject to review and change.

I received a copy of my position description and carefully reviewed the above description of the qualifications, duties and responsibilities of this position and certify acceptance of this description as complete and accurate.

Employee signature

Date

Supervisor signature

Date