

FLAGSTAFF UNIFIED SCHOOL DISTRICT NO. 1

Position Description

Position Title: Bus Driver
Department/Section: Transportation
Supervisor: Director of Transportation

SUMMARY OF FUNCTION:

Transport students to and from school and/or field trip locations.

TYPICAL TASKS:

1. Transport students to and from school and/or school related locations. Operate school bus in a safe manner under a variety of weather and road conditions.
2. Check all lights, gauges and switches for proper operation. Clean all mirrors and windows to ensure unobstructed vision and safety. Perform other safety and maintenance checks according to established procedures.
3. Communicate with parents and faculty regarding problems and/or issues relating to transportation and communicate safety messages to students. Record student discipline on standardized forms.
4. Participate in required orientation sessions and safety/training meetings.
5. Clean buses, including sweeping floor and removing trash and washing exterior, count and record number of students and mileage.
6. Perform other duties as assigned.

(Special Education Bus Driver Only)

7. Load and unload children using wheelchairs; operate wheelchair lift.
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QUALIFICATIONS:

Specific training or job experience required before appointment

High school diploma or equivalent certification; Arizona certification to operate school bus; passage of State required physical exam prior to appointment; good driving record.