

ASH FORK SCHOOL

Substitute Bus Driver

OPEN: until filled



EXPECTATION FOR ALL EMPLOYEES:

Supports the organizations mission, vision and values by exhibiting the following behaviors: excellence and competence, teamwork, innovation, respect, commitment to our community, accountability and ownership.

POSITION SUMMARY: Drive school and activity bus or activity vans for the daily instructional program and extra-curricular activities.

PRIMARY DUTIES & RESPONSIBILITIES:

- Must be able to perform each of the following essential duties and responsibilities.
 1. Pre-and Post-trip vehicle safely inspection
 2. Drives bus on assigned route. Recommends extension of routes or changes in schedule in order to provide safe service to children
 3. Transportation of students in a safe manner.
 4. Inspects bus fluids and mechanical functions and reports maintenance requests to mechanic.
 5. Fuel bus when needed.
 6. Manage student discipline.
 7. Contacts parents regarding a student's first bus referrals.
 8. Contact transportation supervisor regarding disciplinary referrals.
 9. Follow established schedule and route as assigned.
 10. Maintain a clean vehicle.
 11. Refers parent complaints or discipline problems to Transportation Supervisor.
 12. Instructs students on bus safety and discipline.
 13. Maintain daily log of bus inspection.
 14. Maintain a biweekly time sheet recording hours worked.
 15. Maintain the highest level of professionalism

QUALIFICATIONS, EDUCATION, KNOWLEDGE, SKILLS, & ABILITIES REQUIRED:

- High school diploma or equivalency is preferred
- Demonstrated ability to work effectively without supervision
- Must have a current CDL License with passenger and school endorsement.
- Must possess physical qualifications to perform job function, including:
 1. Bend, stoop lift, and climb
 2. Lift, move, or carry up to 50 pounds
 3. Climb to various heights and work in confined conditions

If interested you can pick up an application from Ash Fork Schools at the District Office 928-637-2561.

8/17/2016 POSTED