

Pinal County Schools
Job Description

Job Title: Bus Driver

Department: Transportation

Reports To: Transportation Director/Transportation Assistant

FLSA Status: Non-exempt

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Summary Drives bus to transport passengers over specified routes to and from school and/or to local or distant points according to time schedule by performing the following duties.

Essential Duties and Responsibilities include the following.

Meet and comply with all the rules, regulations, directions and stipulations found in the current Arizona Department of Administration--Minimum Standards for Schools Buses and School Bus Drivers.

Supervises students and bus aides as assigned to the bus.

Complies with local traffic regulations.

Reports delays or accidents.

May drive a bus for maintenance, operate a school vehicle to obtain parts, materials, etc. relating to transportation.

Reports any problems to Director of Transportation or his designee.

Effectively communicates with students, parents and school staff as is necessary

Competencies

To perform the job successfully, an individual should demonstrate the following competencies :
Demonstrates attention to detail.

Problem Solving - Identifies and resolves problems in a timely manner; Uses reason even when dealing with emotional topics.

Project Management - Communicates changes and progress.

Technical Skills - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills.

Student Service - Manages difficult or emotional student situations; Responds promptly to student needs; Meets commitments.

Interpersonal Skills - Focuses on solving conflict, not blaming; Maintains confidentiality;

Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.

Oral Communication - In English speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.

Written Communication - In English writes clearly and informatively; Able to read and interpret written information.

Teamwork - Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.

Visionary Leadership - Inspires respect and trust.

Change Management - Communicates changes effectively; Prepares and supports those affected by change; Monitors transition and evaluates results.

Leadership - Exhibits confidence in self and others; Inspires and motivates others to perform well; Effectively influences actions and opinions of others; Accepts feedback from others.

Quality Management - Demonstrates accuracy and thoroughness.

Diversity - Shows respect and sensitivity for cultural differences; Educates others on the value of diversity; Promotes a harassment-free environment; Builds a diverse workforce.

Ethics - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

Organizational Support - Follows policies and procedures; Supports organization's goals and values; Supports affirmative action and respects diversity.

Strategic Thinking - Understands organization's strengths & weaknesses.

Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Makes timely decisions.

Motivation - Sets and achieves challenging goals; Measures self against standard of excellence.

Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Sets goals and objectives; Develops realistic action plans.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Monitors own work to ensure quality.

Quantity - Meets productivity standards; Completes work in timely manner; Works quickly.

Safety and Security - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions ; Uses equipment and materials properly.

Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.

Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals.; Completes tasks on time or notifies appropriate person with an alternate plan.

Initiative - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Looks for and takes advantage of opportunities; Asks for and offers help when needed.

Innovation - Meets challenges with resourcefulness; Generates suggestions for improving work.

Qualifications - To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions providing they do not conflict with the current Arizona Department of Administration--Minimum Standards for School Buses and School Bus Drivers.

Education and/or Experience

High school diploma or general education degree (GED); and must be able to produce original document

Must meet and comply with the current Arizona Department of Administration--Minimum Standards for School Buses and School Bus Drivers

Language Skills

Ability to read in English a limited number of two- and three-syllable words and to recognize similarities and differences between words and between series of numbers. Ability to print and speak simple sentences in English.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Physical Demands The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions providing they do not conflict with the current Arizona Department of Administration--Minimum Standards for School Buses and School Bus Drivers. Must pass physical performance test as outlined in the Arizona Department of Administration--Minimum Standards for School Buses and School Bus Drivers

While performing the duties of this job, the employee is regularly required to sit, talk, hear, stand, walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl. The employee **must occasionally lift and/or move up to 50 pounds unassisted**. Specific vision abilities required by this job include distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts. The employee is frequently exposed to outside weather conditions and extreme heat. The employee is occasionally exposed to wet and/or humid conditions; fumes or airborne particles; extreme cold; risk of electrical shock and vibration. The noise level in the work environment is usually moderate.