



Ash Fork Joint Unified School District #31
Of Yavapai and Coconino Counties
Established 1883
PO Box 247 – 46999 N. 5th St, Ash Fork, AZ 86320
928-637-2561

Employment Opportunity

Title: *Bus Driver Route only Driver*

Reports to: Supervisor of Maintenance & Transportation

FLSA Status; **Non-Exempt**

Calendar: Part time 10-month position

Compensation: DOE starting at \$20.00 an hour

QUALIFICATIONS

1. High School Diploma or GED.
2. Must have a current CDL License with passenger and school endorsement.
3. A valid fingerprint clearance card.
4. Pass drug testing
5. Must be able to perform each of the following essential duties and responsibilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Pre-and Post-trip vehicle safety inspection. Maintain daily log of bus inspection. Inspects bus fluids and mechanical functions and reports maintenance requests to Supervisor. Fuel bus when needed. Maintain a clean vehicle.

Drives bus on assigned route. Morning and afternoon routes. Recommends extension of routes or changes in schedule in order to provide safe service to children.

Manage student discipline. Contact transportation supervisor regarding disciplinary referrals to Transportation Supervisor

Follow established schedule and route as assigned.

Instructs students on bus safety and discipline.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.

Ability to write routine reports and correspondence.

Ability to speak effectively to employees of the organization.

Ash Fork Joint Unified School District #31
Of Yavapai and Coconino Counties
Established 1883
PO Box 247 – 46999 N. 5th St, Ash Fork, AZ 86320
928-637-2561

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.

Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

Current Arizona Commercial Driver's License with passenger endorsement

Current First Aid and CPR certificates. Fingerprint clearance card

Pass regular drug testing

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 essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands; reach with hands and arms; and talk and hear. The employee frequently is required to climb or balance and stoop, kneel, crouch, or crawl. Specific vision abilities required by job includes close vision, peripheral vision, 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. The noise level in the work environment is usually moderate.

PHYSICAL REQUIREMENTS:

May be required to push, pull or lift UP TO 75 pounds.

ADDITIONAL JOB FUNCTIONS

Performs other related work as required.

ADA COMPLIANCE

In compliance with the Americans with disabilities Act, Ash Fork Joint Unified School District will provide reasonable accommodations to qualified individuals

**Ash Fork Joint Unified School District #31
Of Yavapai and Coconino Counties
Established 1883
PO Box 247 – 46999 N. 5th St, Ash Fork, AZ 86320
928-637-2561**

with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer

TERM OF EMPLOYMENT

Length of work year and hours of employment shall be those established by the District.
Currently this is a part-time (under 20 hours per week) - 10 month position.

COMPENSATION:

In accordance with the Board approved salary and benefits.

EVALUATION:

Job performance will be evaluated annually by the District Administrator.

DISCLAIMER

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.

I affirm that I have read and understand the job description as it applies to my position.

Signature

Date

Application can be picked up at the District Office 46999 N. 5th St., Ash Fork, AZ 86320 or online at: www.afjUSD.org