

Hunters Point Boarding School, Inc.



Position Description SY 2023-2024

POSITION TITLE:	Bus Driver	CONTRACT TERM:	10 Months
SUPERVISOR:	Support Services Director	CLASSIFICATION:	Classified
SALARY:	Classified	DATE APPROVED:	1/05/2023

PRIMARY RESPONSIBILITY:

Plays a vital role in transporting students to and from school and school related activities safely and skillfully. Helps to create and maintain a clean, well-maintained, orderly, and disciplined environment while operating school buses, ensuring the smooth and efficient operation of the transportation department.

QUALIFICATIONS:

1. A High School diploma or G.E.D. is required.
2. A valid Commercial Driver's License (CDL) is required.
3. Must be able to obtain an AZ State School Bus Driver Certificate with an acceptable driving record (5 year minimum).
4. Two (2) years of commercial driving experience is required.
5. Must be able to operate other vehicles as necessary.
6. Must be able to operate a bus with a rated capacity of 30-70 passengers.
7. Basic maintenance skills are required.
8. Annual and random drug and alcohol testing is required.
9. Medical Examination for Commercial Driver Medical Certification is required. Proof of Driver Training Report showing 6.5 hours of refresher classroom training is required Annually.
10. Have or be able to obtain First Aid/CPR Certification, Defensive Driving- GSA certification, and a Food Handlers Permit upon hire.
11. Pass a comprehensive background check by meeting the minimum standards of character as defined by the Indian Child Welfare and Protection Act.
12. The ability to communicate in Navajo is recommended.
13. Meet the minimum physical requirements.

RESPONSIBILITIES AND DUTIES:

1. Operates a school bus on assigned routes while transporting students to and from school on established schedules.
2. Transports students on field trips and other locations as necessary.
3. Monitors students on the school bus to ensure student safety while being transported, this also includes loading areas.
4. Perform other driving duties such as picking up supplies or delivering meals as needed.
5. Operate other vehicles owned by the school as necessary.
6. Perform daily vehicle maintenance and safety checks (ex. Pre and post trip inspections)
7. Clean buses daily after post trips.

8. Completes preventive maintenance records and accident reports as necessary.
9. Complies to the "10 bus rules" required by AZ DOT.
10. Posts the "10 bus rules" in visible location.
11. Reports to supervisor any deficiencies found on daily inspections.
12. Ensures that all communication systems (radios and/or cell phones) assigned to the bus are accounted for and in good working order.
13. Observes all safety protocols and complies with the HPBSI Transportation handbook.
14. HPBSI school buses must only be driven on paved roads.
15. Assists in transporting vehicles to service centers for scheduled maintenance and services as required.
16. Exhibit professional competent standards and behavior expected of staff at Hunters Point Boarding School, Inc. in accordance with the HPBSI Policy and Procedures Manual.
17. Exhibit cultural sensitivity and respect for all individuals at Hunters Point Boarding School, Inc.
18. Comply with all provisions in the HPBSI Policy and Procedures Manual and any duly adopted Governing Board amendments, directives, and policy modifications.
19. Promote and protect the safety and welfare of all Hunters Point Boarding School, Inc. students, staff, and stakeholders.
20. Report any problems that may be a threat to the safety and wellbeing of HPBSI students, staff, stakeholders, or visitors.
21. Use and maintain any HPBSI property or equipment in good working order and report any problems to the appropriate supervisor.

22. Be knowledgeable and participate in guidelines stated in the HPBSI Re-entry Plan, and Continuity of Operations Plan (COOP) as necessary.
23. Possess a valid Driver's license with insurable driving record.
24. Maintain confidentiality as outlined in the HPBSI Policy and Procedures Manual.
25. Perform additional duties as assigned.

PERSONNEL EVALUATION:

The performance of this position will be evaluated in accordance with provisions from the HPBSI Policy and Procedures Manual. This position description is subject to review and change. This position is based on funds available.

ACKNOWLEDGEMENT

By signing below, I acknowledge that I have read and understand this position description. I agree that I will perform these duties and responsibilities and that I meet the minimum qualifications.

EMPLOYEE SIGNATURE

DATE