**Arizona Conference Corporation of Seventh-day Adventists**

**Job Description**

**School Bus Driver**

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| **Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Department/Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
|  |  |
| **Status: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
|  |  |
| **Benefits: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Supervisor’s title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
|  |  |
| **Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

Job Overview

The School Bus Driver’s position is to support school ministry by ensuring the safe and orderly transportation of students on assigned bus route. Operate school bus that transports students and other personnel to and from schools or other designated locations. Has a high level of tact, friendliness, and other aspects of strongly developed interpersonal skills plus proven organizational skill.

Authority, Accountability

Authority as delegated by the supervisor. Work is performed with limited supervision. Responds to own supervisor. Assignments are fairly routine and performed essentially independently, referring problems, concerns, etc., to supervisor for help.

Essential Job Functions

The School Bus Driver’s responsibilities shall include, but are not limited to the following:

* Observe all traffic laws and safety regulations for school buses
* Maintain safety precautions when students are boarding and departing the bus
* Maintain appropriate student management and report student incidents to the appropriate supervisors
* Follow assigned route and adhere to set schedules
* Complete pre-trip and post-trip inspections and submit work orders as necessary
* Communicate with department personnel, school personnel, and parents about student behavior while on the bus
* Keep assigned bus clean and fueled
* Properly operate all assigned communications equipment
* Report all accidents, vehicle damage, and student injuries as they occur
* Complete and submit all required reports and documentation

Qualifications:

* Must be a Seventh-day Adventist member in regular standing
* Has strong knowledge of principles, policies and beliefs of the Arizona Conference and the Seventh-day Adventist Church
* Exhibits a commitment to the Seventh-day Adventist doctrines and lifestyle
* Expresses loyalty and interprets Arizona Conference philosophy, policy and procedures positively

Education/Experience/Credentials

* Valid CDL (Class B with Passenger Endorsement)
* Must be able to pass DOT mandated physical exam
* Must be 21 years old
* Must have ability to follow written and verbal instructions in English
* Must have an acceptable driving record
* Must be able to maintain emotional control.

Physical Requirements

Must be able to read, speak and hear. Must be able to effectively communicate orally. Some standing, walking, bending, kneeling, carrying of light items, etc. required. Requires a substantial amount of sitting for prolonged periods. Standard work hours, as defined by organization’s *Employee Handbook*, are required.

Working Conditions

Essential responsibilities are performed primarily in the bus during daylight hours, so is subject to variations in temperature with the seasons. Responsibilities involve some hazardous conditions.

**\* \* \*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**