



# Bus Driver

**Position Type:**  
Transportation/Bus Driver

**Date Posted:**

**Location:**  
ARCHES Academy – Apache Junction, AZ 85120

**Date Available:**  
07/01/2021

**Closing Date:**  
When Filled

## Summary

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

**Essential Duties and Responsibilities** *include the following. Other duties may be assigned.*

- Assures safe and timely transportation of children to school and other school approved functions.
- Regulates heating, lighting, and ventilating systems for students' comfort.
- Complies with local traffic regulations.
- Reports delays or accidents.
- Inspects the bus and checks gas, oil, and water before departure. Participates in basic bus maintenance. Reports issues/potential issues immediately.

- Loads or unloads backpacks and/or equipment in the baggage compartment.

## **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.

### **Education and/or Experience**

High School Diploma or GED, associate degree preferred.

### **Certificates, Licenses, Registrations**

Valid AZ CDL driver's license with passenger endorsement; must be CPR and first aid certified; must be 21 years of age or older.

### **Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands; the employee is frequently required to sit; reach with hands and arms and talk or hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 50 pounds. The noise level in the work environment is usually moderate to loud.

### **Terms of Employment**

- Salary is dependent upon experience and willingness to participate in other duties on campus during the school day. (It is preferred that the bus driver will be willing to serve as an instructional assistant or janitorial/maintenance support worker during the school day when not driving.)
- The position is for 10 months/ 180 days (+ training)

### **Clearances**

- Criminal Justice/Fingerprint Clearance
- Drug Screening

- Valid I-9 form

**Evaluation**

Performance of this position will be evaluated annually by the Support Services Administrator, in accordance with Governing Board Policy.