

## **JOB POSTING-Substitute BUS DRIVER**

**Contact Information: Send resume to [dwarren@hesd.net](mailto:dwarren@hesd.net)**

**CEDAR HILLS ELEMENTARY SCHOOL, home of the Mighty Mustangs is seeking 1 part-time Bus Driver position to become part of the Hackberry team. This is a position with one morning route and one afternoon route to transport students to and from school. It also includes occasional field trips for staff and students. Four day work week.**

### **Essential Duties:**

1. Understand and follow safety procedures as provided by the district.
2. Ensure children are transported to and from school, field trips, and other District activities.
3. Check phone messages related to student transportation.
4. Determine if the parent or guardian of children who must be met are at the destination point. Ensure students are delivered to proper drop-off points.
5. Complete the bus safety check off list before driving the bus to ensure the bus is in proper working condition. Report repairs needed and add fluids as needed, such as gas, oil, water. Knowledge of safety and maintenance requirements of bus.
6. Clean and sweep the inside of the bus to include floor, seats, front and rear windows. 7. Update route card as needed. Transport students to and from school according to route card(s).
8. Explain and demonstrate evacuation procedures to students.
9. Maintain logs of daily mileage and complete ADE transportation reports. 10. Knowledge of safe driving practices and techniques, and motor vehicle laws.

### **Other Duties:**

The job description is not a comprehensive list of duties, responsibilities, or activities that are required of the employee for this position. Duties, responsibilities, and activities may change at any time with or without notice.

### **Qualifications:**

1. High School Diploma or equivalent
2. Valid Arizona Commercial Driver's License, Class B, and current Arizona School Bus Driver Certificate
3. CPR and Basic First Aid certification or obtainable

### **Work Authorization/Security Clearance:**

Must be able to pass a criminal background check and obtain a Fingerprint Clearance Card with an IVP number through the Arizona Department of Public Safety.

### **Salary Range:**

**\$20.00 per hour**

**Hours will vary**