



CONCHO SCHOOL DISTRICT #6

JOB DESCRIPTION

Job Title: **Non-CDL FLEET DRIVER**

FLSA: Non Exempt

TITLE: Non-CDL Fleet Driver

QUALIFICATIONS:

- High School Diploma or equivalent
- Valid AZ Drivers License Class D Operator (CDL not required)
- Successful completion of AZ DPS Background Check
- Able to obtain a Level 1 IVP fingerprint card
- Successful completion of Federal DOT 5 panel and AZ. DPS 9 panel drug test
- Ability to develop and maintain effective relationships with students and co-workers
- 21 years or older
- Three years, clean driving record

REPORTS TO: Facilities/Transportation Manager

GENERAL FUNCTION: To provide safe and efficient transportation of students as they participate in the district's regular and extra-curricular programs.

PERFORMANCE RESPONSIBILITIES:

- Adheres to AZ DPS minimum standards for vehicle operation.
- Maintains student discipline aboard school vehicles adhering to Concho School Policies.
- Maintains the cleanliness of the interior and exterior of the vehicle.
- Maintains assigned route schedule times, picking up and delivering students only at approved stops.
- Performs required pre and post operational inspections of the vehicle.
- Exercises responsible leadership and behavior at all times.
- Maintains all required reports in a legible manner.
- Maintains a professional appearance.
- Reports any accidents or incidents immediately to his/her supervisor.
- Participates in a minimum of 2 emergency evacuation drills per year.
- Other duties as assigned by the Facilities/Transportation Manager.

TERMS OF EMPLOYMENT: 9 months / part time hourly

Employee benefits in accordance with district policies.

EVALUATION: Performance of this position will be evaluated in accordance with the Governing Board's policy on evaluation of classified personnel.

CLASSIFICATION: Classified Staff

Revised: _____



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I have received a copy of my job description. I fully understand the responsibilities required to successfully perform the duties of this position.

Employee Name printed: _____ Date: _____

Employee Signature: _____ Date: _____