
Job Description

CLASSIFICATION: Classified
TITLE: Bus Driver
REPORTS TO: Supervisor of Transportation

POSITION SUMMARY:

Operates school buses safely under all types of weather conditions, including but not limited to: Fog, rain, hail, sleet, snow, and ice. Transports students and other authorized persons on regular and special program "to and from school" routes and on field, extracurricular, and other extra activity trips as authorized by school district officials

Preferred Education and Experience

- High school graduate or equivalent (GED)
- Five (5) years of experience as a licensed driver of a passenger vehicle
- Washington State driver's license; Class B, CDL with appropriate endorsements
- School bus driver authorization
- Obtain and maintain CPR and first aid qualifications

Special Requirements

- Valid First Aid/CPR card
- Successful Washington State Patrol and Federal Bureau of Investigation fingerprint clearance
- I-9 employment eligibility in compliance with the Immigrations Reform and Control Act
- HIV/HBV training (obtain within 60 days of hire date – District provided)
- Human Resources new hire training (obtain within 60 days of hire date – District provided)

Knowledge, Skills and Abilities

- Successfully meet all requirements of Chapter 180-20 (drug, disclosure, fingerprinting)
- Have an excellent driving record
- Five year complete school bus abstract
- Physically able to drive and perform all duties related to school bus driving

POSITION RESPONSIBILITIES

- Adhere to federal and state laws and district regulations, policies, procedures and practices
- Mandatory reporter for incidents of child abuse, harassment, intimidation, bullying, boundary invasions, fights, substance abuse etc.
- Abide by employment provisions provided for in the collective bargaining agreement
- Observe strict confidentiality regarding student information
- Maintain regular punctual attendance
- Maintains updated and current route sheet
- Maintains order on the bus while performing normal driving duties and functions
- Maintains order and adheres to safety rules when loading and unloading pupils
- Exercises responsible leadership at all times

- Install, service, or replace school bus equipment and accessories, including but not limited to, fire extinguishers, highway warning kits, first aid and mess kits, snow chains, etc.
- Perform required operational and safety inspections of the school bus and all related equipment
- Clean interior of bus, add fuel when required clean exterior as required
- Work effectively with a group of students, bused together, of different grade levels, abilities or program placement
- Legible and accurate completion of forms, records, time sheets, trip requests, route studies, trouble reports, misconduct reports, accident reports and other clerical-type activities as may be required
- Dress appropriately and wear proper foot protection (WAC 296-24-088) for the job
- Complies with state laws and local regulations pertaining to operation of school buses
- Performs related duties which are consistent with this job description and the employee's assignment
- Checks mailbox, bulletin boards, and doors for messages prior to leaving bus garage
- Takes direction, and instruction regarding safe driving procedures as required to fulfill functions and responsibilities
- Operate wheelchair lift and assist students loading and unloading from the school bus (only lift bus)
- Relate effectively with parents, staff, and public in a multicultural and multiracial community
- Perform other school bus driver-related duties as directed by local school district policies
- Adhere to federal and state laws and district regulations, policies, procedures and practices
- Mandatory reporter for incidents of child abuse, harassment, intimidation, bullying, boundary invasions, fights, substance abuse etc.
- Abide by employment provisions provided for in the collective bargaining agreement
- Observe strict confidentiality regarding student information
- Maintain regular punctual attendance.

PHYSICAL/MENTAL REQUIREMENTS

The work environment characteristics described are representative of those an employee may encounter while performing the essential functions of this job.

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions:

- Use of a personal computer and telephone
- Use of technological devices pertinent to school bus transportation
- Ability to perceive the nature of sound; near/far visual acuity, depth perception
- Ability to communicate orally; manual dexterity to operate office machines, gross and fine motor skills
- Exert 10 to 20 pounds of force on a frequent basis
- Ability to lift, carry, push, pull or otherwise move objects
- Sit for extended periods of time, walk, stand
- Attend off site trainings and workshops as deemed necessary
- Work is conducted in a school bus environment with consideration toward equipment noise, student behaviors, confidentiality, and voice volume
- The job is performed with the majority of time spent in a district vehicle and under temperature variations; a portion of the day may be time spent outdoors and is subject to a variety of changing weather conditions and potentially uneven/slippery surfaces.

Job Description – Bus Driver Continued

- Sufficient command of the English language to communicate with students, parents, district staff members, and other concerned people regarding all aspects of the job-related activities
- Sufficient strength and agility to:
 - a) Assist ill or physically impaired students to enter or exit a school bus through the passenger service door
 - b) Provide assistance to students in evacuating the bus in any accident or other emergency situation
 - c) Install tire chains and perform all pre-trip inspections as required by district practice
 - d) Operate all hand and foot controls installed in a bus as required by Washington State School Bus Specifications
- Ability to sit for prolonged periods of time
- Ability to work overtime if needed
- Exposed to fuel and vehicle fumes and moderate to loud vehicle noises
- Operates school bus in all types of weather conditions
- Requires ability to squat, bend, and reach

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

EMPLOYMENT CONDITIONS

This position is part of Public School Employee's collective bargaining unit. The position of bus driver is up to five (5) days a week following the student calendar. Hours for this position to be determined by Supervisor. Salary and benefits as determined by the current collective bargaining agreement. Employee is required to complete all mandatory district trainings by specified deadlines.

EVALUATION PROCEDURES

Probationary period will be 90 days. Performance shall be evaluated annually according to Board and administrative policies and procedures.

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