



## JOB DESCRIPTION

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<b>POSITION:</b>	BUS DRIVER
<b>Reports to:</b>	Director, Transportation
<b>Term:</b>	180-day School Year
<b>Hours/day:</b>	Routes vary
<b>Building:</b>	Bus Barn
<b>Exemption Status:</b>	Non-Exempt
<b>Union Affiliation:</b>	Representation available
<b>Wage:</b>	Classified Salary Schedule - Lane 6
<b>Benefits Eligibility:</b>	Contingent on annual work hours.

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### Position Summary:

Operate SJISD vehicles in a safe, reliable, and efficient manner while modelling behaviors that represent the mission, vision and values of the school district. Each staff member shall serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings. Each staff member has the legal responsibility to help instill in students the belief in and practice of ethical principles and democratic values.

### Essential Job Functions:

Depending upon individual assignment, this position performs all or some combination of the following duties:

- Operates a bus safely and efficiently transporting pupils to and from school and related activities.
- Follows district policies and procedures.
- Follows the chain of command.
- Demonstrates leadership with proper attendance and punctuality.
- Maintains the Commercial Driver's License at all times.
- Accessible to dispatcher or supervisor for daily assignments.
- Assumes charge of the bus and passengers while the bus is in route and is responsible for the safety and conduct of those transported.
- Maintains a positive working relationship with the principals and maintains a disciplined decorum of the bus conducive to safety and protection of property.
- Assists and instructs pupils in proper loading and unloading procedures.
- Exercises responsible leadership when on out-of-district school trips.
- Operates according to assigned schedules and routes.
- Renders assistance, if needed, when a bus breaks down or is involved in an accident.
- Makes legible and accurate transportation records as required.
- Reports discipline problems to the transportation supervisor and to the principal.
- Covers routes and/or other runs as the supervisor or dispatcher directs.
- Transports only authorized students and adult sponsors.
- Maintains a clean bus externally and internally.
- Reports maintenance problems to transportation supervisor in a timely manner.
- Attends all required staff meetings.

- Uses time wisely to ensure productivity and efficiency.
- Other duties as assigned.

## Personal Effectiveness

- Positive Attitude: Presents a positive role model for stakeholders that supports the goals of the SJISD Schools.
- Cooperation: Works effectively with others.
- Dependability: Punctual. Ability to maintain a good personal attendance record.
- Judgement: Exhibits good judgement in decision making and problem solving.
- Initiative: Recognizes job needs and looks for ways to improve efficiency and productivity.
- Flexibility: Willing and able to drive occasional trips outside the regular calendar schedule (during breaks, summer or other non-calendar period), i.e. School-sponsored athletic and educational events, extended school year programs, etc.

## Minimum Qualifications:

### Knowledge, Skills and Abilities

- Excellent communication, public relations, and interpersonal skills.
- Communicates in a courteous professional manner with students, parents, and school district personnel.
- Ability to organize and set priorities.
- Ability to work effectively under pressure and be flexible.
- Ability to work independently with minimal supervision.
- Ability to maintain confidentiality.
- Ability to interact with students in a warm, confident manner.
- Ability to establish and maintain effective working relationships with students, parents, staff and the general public.

### Education and Experience

- High School Diploma or equivalent (ex: G.E.D.)
- Experience working with children in a school district setting, desired.
- Experience in commercial driving desired.

### Licenses / Special Requirements

- Commercial Driver's License (CDL) required.
- Passenger (P) and School Bus (S) endorsements or ability to obtain them is required
- Meet all Washington State OSPI qualifications for school bus drivers.
- Must complete training in First Aid and CPR as required by the District.
- All drivers once employed, are subject to the Federal Commercial Driver License Drug and Alcohol laws including random, reasonable suspicion and post-accident testing.
- Complete mandatory online safety training within 30 days of hire and annually as required.
- Requires fingerprinting and criminal record check for felonies and child abuse.

## Work Conditions:

This work requires the following physical activities in an office environment: long periods of sitting, mobility, light lifting, finger dexterity, grasping, repetitive motions, talking, hearing and visual acuity; Must possess the ability to work efficiently and patiently under pressure and stressful conditions; Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of the job.

### **Physical Requirements Include:**

Prolonged periods sitting. Must be able to lift up to 15 pounds at times. Exposure to infectious disease.

### **Reports to:**

Reports and is evaluated by the Transportation Director. Receives direction from the Principal.

### **Conditions:**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

### **Classification History:**

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