



# SAN JUAN ISLAND SCHOOL DISTRICT

## OPEN POSITION

**Position CL1920-26:**

Location:  
Date Open:  
Date Closed:  
Term:  
Wage:  
Qualifications:  
Benefit Eligibility:

**BUS DRIVER**

District wide  
August 7, 2019  
Until filled  
5 hours per day, 5 days/wk, 180 days/year; .625 FTE  
\$22.95/hr  
High School diploma or equivalent and five years of driving experience. CDL with school bus endorsement required.  
Medical, Dental, Vision, Retirement

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**To apply, please see application instructions and packets on our website at <http://www.sjisd.wednet.edu/Page/70>.**

**[FULL JOB DESCRIPTION FOLLOWS](#)**

San Juan Island School District does not discriminate in any programs, activities or employment opportunities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employee has been designated to handle questions and complaints of alleged discrimination: Civil Rights Compliance Coordinator, Title IX Officer, and Section 504 Coordinator: Kari McVeigh, Superintendent, (360) 378-4133, karimcveigh@sjisd.wednet.edu, PO Box 458, Friday Harbor, WA 98250.

## JOB DESCRIPTION

### 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 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, and maintains Red Cross first aid/CPR certification.
- 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 good 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 developments.
- Uses time wisely to ensure productivity and efficiency.

### 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:

- High School Diploma or equivalent (ex: G.E.D.)
- Commercial Driver's License (CDL) required
- Passenger (P) and School Bus (S) endorsements (required)
- Meet all Washington State OSPI qualifications for school bus drivers
- Background check

#### Special Knowledge/Skills:

- Exceptional communications, public relations, and interpersonal skills.
- Communicates in a courteous professional manner with students, parents, and school district personnel.
- All drivers once employed, are subject to the Federal Commercial Driver License Drug and Alcohol laws including random, reasonable suspicion and post-accident testing.

#### 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:

Continuous: Talking, Hearing, Seeing, Handling, Fingering, and Grasping.

#### Reports to:

Reports to and is evaluated by the Transportation Supervisor. Receives direction from the Transportation Supervisor and 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:

Created July, 2018