



OUR MISSION: Oregon Episcopal School prepares students for higher education and lifelong learning by inspiring intellectual, physical, social, emotional, artistic, and spiritual growth so that they may realize their power for good as citizens of local and world communities.

ABOUT US: Oregon Episcopal School occupies a wooded 59 acre campus where 880 students in Pre-K through 12th Grade share an excellent faculty, an inquiry based curriculum, and a strong sense of community. The School values employees who seek to continually develop the [OES Essential Competencies](#) in themselves and others and are prepared to engage in a vibrant, culturally diverse learning community.

JOB TITLE: School Bus Drivers

OES is seeking responsible, safety minded individuals to drive school buses along designated routes daily during the school year. Schedule is M - F, 6:00 to 8:00 A.M. and 2:45 to 4:45 P.M., plus field trips and athletic events as assigned. OES will train drivers with good driving records. OES buses are well maintained and its students well behaved. The successful OES bus driver will be patient and possess the ability to interact appropriately with adults and children of all backgrounds and identities.

This is a .60 FTE (approximately 24 hrs per week) hourly position that is expected to start in early September. It comes with partially employer paid health insurance, retirement plan with generous employer matching contribution, paid sick leave, and paid holidays. Visit the [OES Benefits Guide](#) for more detailed information on benefits at OES.

ESSENTIAL DUTIES:

- Drive daily morning and afternoon bus routes and field trips and athletic events as assigned.
- Operate vehicles in accordance with all applicable Federal, State, and local laws and regulations, and in compliance with School policies.
- Operate vehicles in a safe manner, employing at all times the principles of defensive driving.
- Complete thorough prescribed vehicle inspections prior to each trip.
- Report all vehicle problems and deficiencies to mechanic or director of facilities promptly.
- Maintain current Commercial Driver License and School Bus Driver Certificate status at all times.
- Attend all scheduled driver safety meetings. Participate in driver training sessions as assigned.
- Maintain order and discipline among riders on the bus at all times. Refer discipline problems and concerns to the director of facilities promptly.
- Be aware of, and adhere to, all School policies regarding rider pick-up and drop-off.
- Maintain the interior of the bus in clean condition. After every trip, check for cleanliness and items left on the bus.

MINIMUM QUALIFICATIONS:

- High school diploma or equivalent combination of education and training
- Good driving record
- Ability to obtain Commercial Driver License and School Bus Driver Certificate
- Intercultural competence, ability to interact appropriately with a diverse array of students and colleagues
- Ability to pass and criminal background check, pre-employment and random drug screens, and Department of Transportation physical exam

- Documentation of Covid-19 vaccination or medical/religious exemption

NOTE: OES takes the safety of our community very seriously. OES requires all employees to be fully vaccinated (including boosters), and will only make exceptions for documented medical and religious accommodations when they do not cause an undue hardship or create a direct threat to our community.

PREFERRED QUALIFICATIONS:

- Experience operating a school bus or similar vehicle

PHYSICAL REQUIREMENTS:

- Ability to sit for long periods frequently and to operate two hand controls simultaneously and quickly
- Ability to reach, and push/pull with a force of up to 30 lbs.
- Ability to squat, kneel, and climb stairs to enter and exit bus
- Ability to talk and hear to communicate with students
- Ability to see, including close vision, ability to adjust focus, night and peripheral vision

(See OAR 581-053-0040 for further details on physical requirements.)

COMPENSATION: Starting wage is \$26 per hour, plus benefits. \$2,500 signing bonus to be paid in two installments.

APPLICATION PROCESS: Visit <http://www.oes.edu/careers> to learn more about OES. Fill out the [OES Bus Driver Application](#).

NOTE FOR INTERNAL CANDIDATES: Login to the payroll system as normal, search for *My Career*, then select *Search for Jobs*. This brings up a menu of all open positions allowing you to apply easily from there.

Oregon Episcopal School does not discriminate in its hiring or employment practices on the basis of race, color, religion, gender (including gender identity or expression), disability, national or ethnic origin, age, sexual orientation, marital status, genetic information, or other legally protected characteristic or status.