

NORTH KITSAP SCHOOL DISTRICT JOB DESCRIPTION

Pupil Transportation ~ School Bus Driver

Purpose of the Job

Operates school buses under all types of weather conditions. Transports students and other authorized persons over regular “to and from” school routes, and on field, extracurricular, and special or extra activity trips as authorized by the school district officials. Serves as a courteous representative of the District on public roads.

Essential Job Functions

1. Operate any and all school buses, including Special Education buses, on scheduled routes and/or on all types of trips in support of district approved activities, both within and outside of school district boundaries.
2. Successfully complete District school bus driver training programs and courses established by the State Superintendent of Public Instruction.
3. Complete all other training programs as required by District policy and procedures.
4. Perform pre-trip and post-trip bus inspections as required by State and District policy and procedure.
5. Maintain interior and exterior cleanliness of assigned district vehicles including sweeping, dusting and washing.
6. Add fuel, oil and coolant as needed.
7. Maintain control of student passengers as related to safety. Report unsafe acts or conditions which require the attention of supervisory personnel. Confer with parents when necessary.
8. Complete forms, records, and reports as required by State and District policy and procedures.
9. Operate a school bus in accordance with the laws of the State of Washington and District policy and procedures.
10. Wear appropriate attire to comply with District policy and procedures.
11. Operate and maintain all school bus equipment and accessories including, but not limited to, fire extinguishers, highway warning kits, snow chains, sanders, first aid kits, wheelchair lifts and tie downs.
12. Operate all hand and foot controls installed in the school bus as required by Washington State (minimum) School Bus Specifications.
13. Perform basic first aid as appropriate, which may include CPR.
14. Maintain and complete legible and accurate forms, records, time sheets, accident reports, and other clerical-type activities as may be required.
15. Perform other school bus driver-related duties as directed by District policy and procedures.

Minimum Qualifications:

Education & Experience:

1. Minimum age 21.
2. Minimum of five years private vehicle driver experience.

Knowledge Skills & Abilities:

1. Meet the physical and mental standards necessary to perform the duties, tasks, and responsibilities of a school bus driver as required by State and District policies and procedures.
2. Ability to establish and maintain effective working relationships with staff and students.

Licenses, Certificates & Special Requirements:

(required to maintain as a condition of employment)

1. Possess a valid Washington State Driver License with appropriate endorsements.
2. Possess a valid Washington State School Bus Driver's Certificate.
3. Possess a valid First Aid card with CPR.
4. To obtain or have a School Bus Driver Authorization (Form SPI M-645A) on file with OSPI. Must complete steps to renew authorization as required.

Required Capabilities:

1. Possess sufficient command of the English language to communicate with students, parents, district staff members and other concerned people.
2. Possess sufficient strength and agility to assist ill or physically impaired students to enter or exit a school bus through the passenger service door.
3. Possess sufficient strength to move about in an overturned bus and provide assistance to students in evacuating the bus.
4. Hearing capability must be sufficient to detect and distinguish traffic sounds occurring from any direction outside the bus; such capability will allow adequate time for defensive or evasive action to avoid a hazardous situation.
5. Must be physically capable to install snow chains under a variety of conditions without assistance.
6. Possess vision of 20/40 in best eye, with or without correction; approximately 140 degrees peripheral which, as a single criterion shall not be excluding; depth perception adequate to reasonably determine distance and closing rate of other moving vehicles from a stationary or moving school bus. Color vision must be adequate to distinguish the colors of a traffic light. May not have Diplopia or any other vision condition that without correction would reduce your driving ability.

Reporting Relationship:

Reports to the Transportation Director or designee.

Conditions of work:**Union Affiliation:**

NEA-WEA

FLSA Status:

Non-exempt

Wage Range:

NEA-WEA wage schedule

Job History:

Created 5/28/91, Revised 3/14/2003; 11/17/2023

This job description is not an employment agreement or contract. District management reserves the right to change this job description at any time without notice