



ORONDO SCHOOL DISTRICT #13
ORONDO ELEMENTARY & MIDDLE SCHOOL

100 ORONDO SCHOOL ROAD ORONDO, WA. 98843-9724 PHONE: (509) 784-2443 FAX: (509) 784-0633

Orondo Elementary & Middle School

VACANCY ANNOUNCEMENT

Bus Driver

- OPENING:** Elementary & Middle School Bus Driver
- CURRENT OPENINGS:** Position- Based on 154 days plus
****District will pay for driver training if needed***
****Possible sub para hours available and an additional 20 days in summer to support summer school***
- HOURS:** **4 hours/day**
- DATES:** Closing Date Open Until Filled
Assignment Date 2024-25 School Year
- COMPENSATION:** Hourly rate is \$23.10 - \$27.05, depending on experience
- SCHEDULE** Approximate 4.00 hours of bus driving
- PRIMARY DUTY:** A Bus Driver is responsible for operating school buses under all types of weather conditions, including but not limited to: fog, rain, hail, sleet, snow & ice, and extreme heat. Responsible for transporting students and other authorized persons over regular "to and from school" routes 4 to 5 days per week and on field, extra-curricular and special activity trips as authorized by the school district officials. The Transportation/Maintenance Director supervises this position and District Administrators direct when and as necessary.
REFER TO PAGE 2-4 FOR DETAILED JOB DESCRIPTION AND QUALIFICATIONS

APPLICATION MATERIALS MUST INCLUDE:

- Cover Letter of Interest
- Completed Classified Application Form (application can be found at www.orondo.wednet.edu, then *Human Resources*)
- Current Resume
- Letters of Reference (*2 minimum*)
- Copy of High School Diploma or G.E.D. credential (progress towards completion of G.E.D or diploma may be considered)

FOR MORE INFORMATION CONTACT: Teresa Vargas (509) 322-9357 or tvargas@orondo.wednet.edu

SUBMIT APPLICATION PACKET TO:

BY EMAIL TO: tvargas@orondo.wednet.edu **-OR-** **FAX TO:** (509) 784-0633

BY MAIL: Teresa Vargas, 100 Orondo School Rd, Orondo, WA 98843



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JOB TITLE:	BUS DRIVER
JOB CLASSIFICATIONS:	CLASSIFIED
REPORTS TO:	TRANSPORTATION/MAINTENANCE DIRECTOR
FLSA NONEXEMPT:	HOURLY
SCHEDULE:	154 DAYS PER YEAR / APPROXIMATE 4 HOURS PER DAY

JOB SUMMARY BUS DRIVER:

Operates school buses under all types of weather conditions, including but not limited to: fog, rain, hail, sleet, snow & ice, and extreme heat. Transports students and other authorized persons over regular "to and from school" routes 4 to 5 days per week and on field, extra-curricular, or extra activity trips as authorized by the school district officials.

ESSENTIAL FUNCTIONS BUS DRIVER:

This list of essential job functions is not exhaustive and may be supplemented as necessary. Depending upon individual assignment, the employee may perform all or a combination of several of the following duties:

- Drive a school bus to scheduled routes 5 days per week, or as scheduled, and/or on all types of trips in support of district approved activities, both within and outside the school district boundaries.
- Perform required operational and safety inspections of the bus and related equipment. Be knowledgeable of the installation of fuel, oil, and coolant, tire inflation & safety equipment, fire extinguishers, road triangles or markers, sanders, and first aid kits.
- Clean school bus including interior/exterior sweeping and washing; on returning from an activity trip the driver shall assure that the windshield and rear window of the bus are clean, and the interior to be completely clear of all litter before the bus is to leave on another trip.
- Become acquainted with student passengers, communicating a positive rapport with them and recognizing their interests.
- Supervise student behavior consistently reinforcing school routines and bus expectations.
- Maintain control of student passengers as related to safety. Communicate expectations for corrective behavior and refer concerns to school officials as needed. Report unsafe acts or conditions which require the attention of any person other than the driver.
- Communicate respectfully with student passengers expressing both high expectations and positive interpersonal regard.
- Remain alert and attentive to duties at all times.
- Promptly report to the proper authority any needed bus needs repairs or attention of any kind.
- Operate a school bus in accordance with the RCW's WAC's and law of the State of Washington and policies promulgated by the Superintendent of Public Instruction.
- Perform basic first aid as appropriate, which may include CPR.
- Complete required forms, records, time sheets, trip, pre-trip & daily logs, route sheets, trouble reports, misconduct reports, accident reports and other clerical type activities as may be requested in a legible and accurate manner.
- Participate in scheduled training events and apply supervisor's strategies and recommendations to the operation of the bus and management of students.



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KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- Ability to establish and maintain effective working relationships with a variety of people from diverse backgrounds
- Ability to keep conversations to a minimum so work assigned is completed on a daily basis
- Ability to follow written and oral directions in English
- Ability to work safely, independently, and with sound judgment
- Ability to get along with students and adults
- Ability to communicate effectively using district email system
- Demonstrate ability to work effectively with staff in a warm, confident, and service-oriented manner while maintaining a professional attitude in stressful situations
- Demonstrate excellent work and attendance records
- Demonstrate aptitude for successful fulfillment of assigned duties
- Demonstrate knowledge in basic techniques of electrical, carpentry, and grounds maintenance
- Skills in good written and oral communication

MINIMUM QUALIFICATIONS:

- High School Diploma or equivalent (progress towards completion of G.E.D or diploma may be considered)
- Per WAC 392-144-101, must have at least five years of experience as a licensed driver of passenger vehicle.
- Must be over the age of 21 years old
- Possess a valid Washington State School Bus Driver's Certificate
- Possess a valid Washington State driver's license with a C.D.L., Class B with school bus P-1S endorsements (May consider providing training for C.D.L.)
- Must meet the physical and mental standards necessary to perform the duties, tasks and responsibilities of a school bus driver as described in this Job Description.
- 1st Aid & Adult/Child CPR training (completed within 30 days from date of hire and to be maintained for the duration of this job)
- Successful Washington State Patrol and Federal Bureau of Investigation Fingerprint Clearance
- Proof of Immunization (if born 1/1/57 or later)
- I-9 Employment Eligibility in compliance with the Immigrations Reform and Control Act
- Completion of all district-required trainings thirty (30) calendar days from hire date

PREFERRED QUALIFICATIONS:

- Previous experience in a K-12 school setting
- Experience and/or training with cultural, ethnic, and language diversity



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PHYSICAL REQUIREMENTS:

WAC 392-145-minimum qualifications of school bus drivers (physical requirements)

Every school bus driver must also meet and continue to meet the following requirements.

1. Is physically able to maneuver and control a school bus under all driving conditions.
2. Is physically able to use all hand or foot operated controls and equipment found on state minimum specified school buses.
3. Is physically able to perform daily routine school bus vehicle safety inspections and necessary road side services.
4. Has sufficient strength and agility to move about in a school bus as required to provide assistance to students in evacuating the bus. The driver must be able to move from a seated position on the largest school bus the driver could be operating, to the emergency door, open the emergency door, and exit the bus through the emergency door, all within 30 seconds.
5. Provide certification of passing a physical examination every 24 months in accordance with the standards established 49CFR391.41 through 391.49 of the federal motor carrier safety regulations. School bus drivers must continue to meet these physical examination requirements during the time between examinations. This requirement does not prevent a school district from requesting a more frequent examination.

The emergency brake is engaged consistently throughout the work day. The maxi/emergency brake is utilized during bus stops, when acquiring fuel, and parking the bus in the bus garage. In an eight hour shift the emergency brake is set and released approximately 40 – 100 times and can vary each day based on specific route and number of stops. The pull force required to set the brake ranges between 29 and 34 pounds. The push force required to release the brake is also 29 to 34 pounds. Drivers can work split shifts i.e. morning, mid-day, and afternoon.

WORK ENVIRONMENT:

The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee will work in a school environment that will include working indoors and outdoors in inclement weather. The employee may experience frequent interruptions and exposure to chemicals, asbestos, and cleaning solvents and their fumes. Employee will be required to comfortably lift a minimum of 40 pounds, climb ladders and stairs, reach, bend, squat, and push and pull equipment. Employee must operate equipment in a safe manner and use district provided safety equipment. Employee must adhere to district and Labor and Industries safety programs. Employee must maintain continual safety awareness for self and others and wear appropriate clothing with regards to safety and working in a school setting. This list of working conditions is not exhaustive and may be supplemented as necessary as related to the job.

EVALUATION:

The Bus Driver shall be evaluated annually by the executive manager and district administrators pursuant to the currently established district procedures and evaluation criteria. The process shall include an evaluation of the employees performance of the above essential job functions.

Employee Signature: _____

Date: ____/____/____

Supervisor Signature: _____

Date: ____/____/____