



For our children, our community, our world, our future

POSITION:	Non-CDL Driver
SCHEDULE:	Hours per day and start/end times vary by route; Monday-Friday; School Year
LOCATION:	Transportation
SUPERVISOR:	Department Director(s)
POSITION TYPE:	Classified, Ongoing
COMPENSATION:	\$18.00-\$22.50/hour depending on comparable experience; Pay is annualized over 12 months (if hired after start of school year, spread over remaining months of fiscal year (Sept-Aug))
OTHER COMPENSATION:	<p>Paid training provided: 20 hours classroom/behind-the-wheel training; District will cover the cost of testing and required physical; Cost for fingerprinting covered by the district</p> <p>***Degrees eligible for a salary enhancement as follows, regardless of degree program or position with the district (cannot be stacked in the case of multiple degrees (highest degree stipend will be applied))</p> <ul style="list-style-type: none"> AA, BA, MA degree, or PhD, adds \$0.50/hour, \$1.00/hour, \$1.50/hour, \$2.00/hour, respectively***
BENEFITS:	Medical , dental , vision , and basic life and AD&D insurance ; retirement plan ; deferred compensation (DRS and TSA) ; paid holidays ; paid leave
QUALIFICATIONS:	18 years old; Valid Washington State Drivers License with clean driving record; High school diploma or equivalent; WSP/FBI criminal history background clearance; Current first aid/CPR card (training may be provided by District)

POSITION: Non-CDL Driver

GENERAL DESCRIPTION

Transport students to and from school and/or school activities at scheduled departure and arrival times using District vehicle(s), including cars, SUVs, and ten-passenger vans.

ESSENTIAL FUNCTIONS

An employee hired for this assignment may perform all or some of the responsibilities defined below:

- Know, understand and apply practices of Standard Operating Procedure Handbook for Cheney Public Schools regarding use of vehicles and passenger vans.
- Drive vehicles and/or passenger vans on regularly scheduled routes or trips.
- Fuel and clean vehicle/passenger van.
- Maintain control over passengers as related to safety.
- Participate in driver training courses, procedures, and safety training as established by Cheney Public Schools.
- Must perform pre- and post-trip inspections.
- Keep supervisor informed as to the condition of vehicles/passenger vans.
- Report any accident or law infraction to director immediately.
- May be assigned as a substitute bus aide and/or driver, if qualified.
- Perform other duties as assigned/required.

Each of the positions in the Transportation Department serves as one unit of the whole team, and as such, is subject to assist or is assigned to tasks in other trades within the classification.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: Washington state driver rules and regulations; Cheney Public Schools safety procedures; safe vehicle operation procedures.

Ability to: Safely operate various District vehicles including cars, SUVs, and passenger vans; read maps and follow routing software; use two-way radio; maintain student transport schedules. Read and follow written and verbal instructions, as well as communicate clearly in both verbal and written communications; use email to receive District communication. Ability to work variable hours as requested/needed; work alone or in a team setting; maintain good rapport with supervisors, colleagues, students and the public.

MENTAL DEMANDS

- Required to deal with a wide range of behaviors and needs in a positive and service-oriented manner
- May experience shifts in work schedule and/or work site according to district needs
- Sustain mental awareness while also maintaining attention to details and safety requirements
- May occasionally deal with distraught or difficult people

PHYSICAL DEMANDS

- Ability to repeatedly lift up to 75 pounds
- Sit and/or stand for extended periods of time
- Amount of sitting, standing and walking may vary depending on projects/tasks. Generally, the job requires 70% sitting, 15% walking, and 15% standing.
- The usual and customary methods of performing the job's functions require the following physical demands: the employee is frequently required to sit, bend at neck and back, twist body, use hands to push/pull and lift/carry, squat, kneel, stoop, crouch, knee stand, crawl, climb stairs or ladders, reach overhead, and lift overhead.

REQUIRED QUALIFICATIONS

- Must have and maintain a valid Washington State Drivers License
- Must have a high school diploma or equivalent
- Must hold a Medical Examiners Certificate (MEC)

TERMS OF EMPLOYMENT

- Transportation Classification on Public School Employees of Cheney Salary Schedule
- Position days and hours per day depends on assigned route

CLEARANCES

- WSP/FBI criminal history background clearance
- Subject to pre-employment and random drug testing

EVALUATION

The employee shall be evaluated per the terms of the Public School Employees (PSE) Collective Bargaining Agreement by the building principal, department director, or designee. The process shall include an evaluation of the employee’s performance of the above Duties and Responsibilities and Knowledge, Skills and Abilities.

CONTINUING EDUCATION/TRAINING

- Must complete school safety training within thirty (30) calendar days from hire date and annually thereafter
- Must acquire and maintain CPR/First Aid card within sixty (60) calendar days from hire date and as scheduled thereafter
- Attend designated trainings as specified by supervisor and/or department director in order to maintain knowledge/skills
- Submit current/renewed licenses to Human Resources upon attaining

HISTORY

Job description developed: October 2023

CLASSIFICATION:	Transportation	LOCATION:	Transportation
REPORTING RELATIONSHIPS:	Position is supervised and evaluated by the department director.	COMPENSATION:	Placement on the PSEC Salary Schedule
REPRESENTATION:	Public School Employees of Cheney (PSEC) a local chapter of Public School Employees Union (PSE) SEIU Local 1948		

Cheney Public Schools does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, economic status, pregnancy, familial status, marital status, disability, or the use of a trained guide dog or service animal, and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions: Title IX/Chapter 28A.640 Officer/Civil Rights Compliance Coordinator/ADA Coordinator - Tom Arlt, Assistant Superintendent, Cheney School District, 12414 S. Andrus Rd. Cheney, WA 99004 Phone: (509) 559-4550; Section 504 Coordinator - Franklin Day, Director of Student Support Services, Cheney School District, 12414 S. Andrus Rd., Cheney, WA 99004 Phone: (509) 559-4507.