Cheney Public Schools
12414 S Andrus Road
Cheney, WA 99004
(509) 559-4599

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

CLASSIFICATION:	Transportation	LOCATION:	Transportation
REPORTING RELATIONSHIPS:	Position is supervised and evaluated by the department director(s).	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		

POSITION: School Bus Driver

GENERAL DESCRIPTION

The school bus driver is directly responsible for the operation of school buses, and/or other designated vehicle, and the safe transportation of students to and from school.

DUTIES AND RESPONSIBILITIES

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

- Know, understand and apply practices of School Bus Driver Handbook published by O.S.P.I. and Cheney School District Standard Operating Procedure Handbook
- Ensure safety and well-being of students while loading, unloading, and transporting them to and from school
- Drive school buses and/or designated vehicle on regularly scheduled routes and/or field trips and/or activity trips
- Provides for the routine cleaning and fueling of the school bus and/or other designated vehicle
    - Clean and maintain school bus and/or other assigned vehicle, including but not limited to; floors, walkways, seats, seat backs, waste bins, etc.
- Supervise student behavior on the school bus, van, and/or designated district vehicle to ensure safe travel for all students and passengers. Report unsafe acts or situations to department director(s) or designee as necessary
- Must recognize appropriate student behavior depending on grade level and have the ability to administer appropriate progressive discipline while recognizing and respecting student rights and responsibilities and district policies and procedures. Reports unruly behavior to principal of school or department director(s)
- Participate in school bus driver training courses, procedures and safety training as established by Cheney School District and O.S.P.I.
- Verify school bus/vehicle has met safety and operational expectations through pre-trip and post-trip visual and physical inspection of doors, windows, hatches, etc.
- Ensure students are not left in vehicle at end of each route
- Operate and service all school bus equipment and accessories including, but not limited to; fire extinguishers, highway warning kits, snow chains, sanders, first aid kits, etc.
- Report all defective and damaged equipment to department director(s) and/or mechanic(s) as needed
- Report any accident or law infraction to department director(s) immediately
- Monitor the vehicle(s) for health and safety issues and reports concerns to department director(s) and/or mechanic(s) as needed
- Report and respond to maintenance, safety and repair concerns as directed by department director(s) and/or mechanic(s); maintain security and safety of the vehicle(s) while on shift
- Respond to and communicate through in-vehicle radio correspondence system
- Participate as an effective, contributing member of the district's transportation team
- Perform other duties as 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: Service, cleaning, and maintenance of school bus, safe school bus operation procedures, codes and safe practices for passenger transportation, district programs and procedures; basic computer skills including, but not limited to; e-mail, internet, etc.; School Bus Driver Handbook published by O.S.P.I. and Cheney School District Standard Operating Procedure Handbook

Ability to: perform routine safety inspection, preventative maintenance to school bus; operate a school bus or other designated vehicle; read maps and follow routing software; maintain student transport schedules; read and follow written and verbal

instructions, as well as communicate clearly in both verbal and written communications; work variable hours as requested/needed; work alone or in a team setting; maintain good rapport with students, staff, and the public; pass mandatory pre-employment and random drug/alcohol testing requirements; use two-way radio; use email to receive District communication

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 50 pounds
- Ability to occasionally lift up to 75 pounds
- Sit and/or stand for extended periods of time
- Physical requirements as defined by Washington State Law for CDL Drivers
- 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 frequently will sit, stand, walk and use hands for repetitive grasping and significant fine finger dexterity. 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 a high school diploma or equivalent and related work experience
- Must be at least 22 years old
- Must have and maintain a valid Washington State Driver's License with necessary endorsements
    - Must have and maintain a Class A/B CDL with passenger and school bus endorsements*
- Must have minimum 5-years driving experience with a clean driving record
- Must hold a Medical Examiners Certificate (MEC)
- Must have access to reliable transportation
- Must pass mandatory pre-employment and random drug/alcohol testing requirements
- Basic computer knowledge and skills, including Google Workspace, MS Windows and Word

*Paid training provided: 32 hours classroom training, 20 hours behind-the-wheel training; District will cover the cost of testing and required physical; Cost for fingerprinting covered by the district; District will reimburse CDL licensing fee

TERMS OF EMPLOYMENT

- Transportation Classification on Public School Employees of Cheney Salary Schedule
- School year position: 180 days; hours per day vary based on routing

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 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
- Participate in bus driver training courses established by O.S.P.I.

HISTORY

Job description and format updated: April 2025

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.

EQUAL OPPORTUNITY EMPLOYER