HIGHLAND SCHOOL DISTRICT NO. 203

P.O. BOX 38 – 17000 SUMMITVIEW ROAD
COWICHE, WASHINGTON 98923
(509) 678-8630 FAX (509) 678-4177

Superintendent:
Mindy Schuultz

School Board:
Craig Chronister
Lupita Flores
Kerry Jones
Carlos López
Cindy Reed

August 11, 2026 Highland School District is accepting applications for the following position:

SUBSTITUTE/TRIP BUS DRIVER

DESCRIPTION: Operate a school bus over designated routes or scheduled extracurricular trips, transporting students.

DIRECTLY RESPONSIBLE TO: Director of Transportation

RESPONSIBILITIES:

- Operate all school buses in the district fleet in all types of weather conditions (fog, rain, hail, sleet, snow, ice) in accordance with the laws of the state of Washington and district policy.
- Legibly complete forms, records, and reports as required by state or school district policy.
- Maintain confidentiality of student information including discipline, demographics or concerns.
- Report any mechanical defects immediately.
- Thoroughly inspect and clean school buses and related equipment as required by state law and district policy.
- Transport students and other authorized persons to and from school, and on any other trip authorized by the school district.
- Successfully complete school bus driver training programs and courses established by O.S.P.I. and the school district.
- Supervise students while they are passengers on the bus.
- Work within designated bounds of authority and responsibility.

ESSENTIAL JOB FUNCTIONS:

- Must be available on short notice to drive routes and/or trips on a substitute basis.
- Operate all controls associated with safe bus operations -brakes, doors, emergency exit doors and hatches.
- Perform daily inspection of the vehicle. Lift hood, check oil. Lift 30-60 lbs.
- Install tire chains, requiring working from an awkward position. Exit from vehicle in a quick manner.
- Must have adequate range of motion to allow visual observation of activities inside and outside of the vehicle.
- Extended arm use and use of both feet to operate all mechanical controls.
- Sufficient strength and agility to move about in an overturned bus as required to provide assistance to students evacuating the school bus.
- React quickly and efficiently in emergency traffic situations to avoid adverse conditions being brought upon vehicle, passengers or non-vehicle personnel.
- Participate in D.O.T. pre-employment drug testing and an ongoing random drug-testing program.
- Be punctual, have and maintain an excellent attendance record.

QUALIFICATIONS: Applicants for the position must have or be willing to obtain:

- Current Washington State Commercial Driver's License (CDL)
- CDL endorsements P (Passenger) and S (School Bus)
- Current Washington State School Bus Driver's Authorization
- At least five years of experience as a licensed driver of passenger vehicles
- License must be free from moving violations for the past 3 years.
- Applicants must be current on all bus driver requirements
- Standard 1st Aid/CPR/AED card or the willingness to obtain one
- Have the good physical condition and health record to do the physical labor required for this job.
- Must be able to lift a minimum of 50 lbs.

TRAINING/CLASSROOM TIME: Training to become a Class B CDL holder may be paid for by Highland School District for the right candidate. On-site classroom and behind-the-wheel training will be provided by Sunnyside CDL and will be paid up to 20 hours.

PERSONAL QUALITIES: Ability to work with students in kindergarten through 12th grade. Must be friendly, dependable, have high moral standards and be willing to work with student and co-workers in a positive manner. Physically and mentally able to perform all essential job functions.

SALARY & BENEFITS: Hourly sub starting rate: $24.36-$27.07. Hourly Trip Rate: $27.26-$30.31

-This position has no benefits**.**

CLOSING DATE: Open until filled.

QUALIFIED CANDIDATES: Application and information are available on our website: https://www.highland.wednet.edu/departments/employment or FastTrack: https://bit.ly/4zaA3T9 or by calling the District Office at (509) 678-8631.

Employment will be contingent on signing of the Washington State Sexual Misconduct Disclosure Release as well as successful completion of the WSP and FBI fingerprint screening required under 28A.400 RCW, if applicable.

Non-Discrimination Statement

The Highland School District complies with all federal and state rules and regulations and does not discriminate on the basis of any protected class as defined by law. This holds true for all district employment and opportunities. Highland School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age (40 or older), marital status, honorably discharged veteran or military status, sexual orientation, gender expression or identity, non-job related sensory, mental or physical disability, or the use of a trained dog guide or service animal by a person with a disability, or any other legally protected status, condition or characteristic, except where a bona fide qualification disqualifies an individual, and provides equal access to the Boy Scouts and other designated youth groups. This holds true for all students who are interested in participating in educational and/or extracurricular school activities as well. The following employees have been designated to handle questions and complaints of alleged discrimination: Title IX Coordinator and Compliance Coordinator (RCW 28A.640/28A.642): Brandon Jensen, Tieton Elementary School Principal, 711 Franklin Rd, Tieton, WA 98947, telephone 509-678-8900, e-mail- bjensen@highland.wednet.edu. Section 504/ADA coordinator: Courtney Sund, Director of Special Education, SEL and Inclusionary Practices, 17000 Summitview Rd, Cowiche, WA 98923, telephone 509-678-8772, e-mail- csund@highland.wednet.edu. Harassment, Intimidation, Bullying (HIB) Coordinator: Don Strother, Highland Middle School Principal, 17000 Summitview Rd, Cowiche, WA 98923, telephone 509-678-8870, email- dstrother@highland.wednet.edu. The Highland School District will also take steps to assure that national origin persons who lack English language skills can participate in all education programs, services and activities. For information regarding translation services or transitional bilingual education programs, contact Kirsten Lenz, Highland School District Language Liaison.

El Distrito Escolar Highland cumple con todas las normas y reglamentaciones federales y estatales y no discrimina en función de ninguna clase protegida según lo define la ley. Esto se aplica a todos los empleos y oportunidades del distrito. El Distrito Escolar de Highland no discrimina en sus programas o actividades por motivos de sexo, raza, credo, religión, color, origen nacional, estado civil, condición de veterano dado de baja honorablemente o condición militar, edad (40 o más), estado civil, condición de veterano de guerra o grado militar, orientación sexual, expresión de género o identidad, discapacidad sensorial, mental o física no relacionada con el trabajo, o el uso de un perro guía entrenado o un animal de servicio por parte de una persona con una discapacidad, o cualquier otro estado, condición o característica legalmente protegida, excepto cuando una calificación de buena fe descalifique a un individuo, y ofrece igualdad de acceso a los Boy Scouts y a otros grupos de jóvenes especificados. El empleado mencionado a continuación ha sido designado para atender consultas y quejas de supuesta discriminación: Coordinador del Título IX y Coordinador de Cumplimiento de derechos civiles oficial (RCW 28A.640/28A.642): Brandon Jensen, director de Tieton Elementary School, 711 Franklin Rd, Tieton, WA 98947, número de teléfono,509-678-8900, correo electrónico- bjensen@highland.wednet.edu. Coordinador de la sección 504/ADA: Courtney Sund, directora del Educación Especial, SEL y Prácticas Inclusivas, 17000 Summitview Rd, Cowiche, WA 98923, número de teléfono 509-678-8772, correo electrónico -csund@highland.wednet.edu. Coordinador de Acoso y Intimidación: Don Strother, director de Highland Middle School, 17000 Summitview Rd, Cowiche, WA 98923, número de teléfono, 509-678-8870, correo electrónico- dstrother@highland.wednet.edu. El Distrito Escolar de Highland también tomará medidas para asegurar que las personas de origen nacional que carecen de conocimientos del idioma inglés pueden participar en todos los programas educativos, servicios y actividades. Para obtener información acerca de los servicios de traducción o programas de educación bilingüe de transición, comuníquese con Kirsten Lenz, Enlace Lingüística del distrito escolar de Highland.