

## School Bus Driver: Onion Creek School District #30

### General Summary

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The job of School Bus Driver is done for the purpose of transporting students over scheduled routes and to and from special trips.

### Essential Functions

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1. Operates a school bus in accordance with the State of Washington laws and policies as stated by the Superintendent of Public Instruction for the purpose of safely transporting students.
2. Supervises students and encourages appropriate behavior in accordance with district policies for the purposes of maintaining a safe environment.
3. Reports unsafe acts or conditions for the purpose of communicating information to the appropriate district personnel.
4. Inspects, cleans, fuels, and requests maintenance service for the school bus and related equipment for the purpose of ensuring the safe operation and appearance of the vehicle.
5. Assists students and other passengers for the purpose of providing safe loading and unloading from buses in normal transport and emergency situations.
6. Participates in trainings and meetings as required for the purposes of maintaining and/or learning new skills and meeting the certificate requirements of a school bus driver.
7. Prepares documents and reports (e.g. incident reports, travel logs, inspection records) for the purposes of conveying information.
8. Read and understand road maps, follow geographical directions, and route sheets while adhering to a precise time schedule.
9. Promote diversity and cultural differences in a positive way with the purpose to work cohesively as a team.
10. Perform pre-trip and post-trip inspections for the purpose of ensuring the safe operating condition of the vehicle and complying with mandated guidelines.
11. Drive school bus or other district vehicle for the purpose of transporting passengers over scheduled routes to and from school and/or special events in a safe and timely manner.
12. Assists in collaboration of continuous development of bus routes for the purpose of efficiently transporting students and/or providing input regarding safety concerns on routes.

## **Other Functions**

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Performs other related duties for the purpose of ensuring the efficient and effective functioning of the work unit.

## **Minimum Qualifications**

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Meet and continue to meet minimum school bus driver requirements pursuant to WAC 392-144-101 including but not limited to:

1. At least five years of experience as a licensed driver of a passenger vehicle.
2. Satisfactorily complete a school bus driver training course administered by an authorized school bus driver instructor.

## **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include; adhering to safety standards, operating equipment used in transporting students; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percentages, and/or ratios; understand written procedures, write routine documents, and speak clearly. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: safety standards and procedures; pertinent codes, policies, regulations and/or laws; and ability to read and interpret map and street guides.

ABILITY is required to schedule activities and/or meetings; collate data; and consider a number of factors when operating equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize job-related equipment. In working with others, independent problem solving is required to analyze issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is moderate. Specific abilities required to satisfactorily perform the functions of the job include: maintaining confidentiality; meeting deadlines and schedules; working as part of a team; and communicating with diverse groups.

## **Responsibilities**

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Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; and operating within a defined budget.

## **Working Environment**

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The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 80% sitting, 15% walking, and 5% standing.

<b>Continuing Education/Training:</b>	Annually complete a WA school bus driver in-service class. Monthly attend mandatory skill enhancement training classes during the school year, as offered.
<b>Certificated/Licenses:</b>	PER WAC 392.144 Current & Valid WA CDL A or B with PS-1 interstate endorsement Current & valid CPR/First Aid Card Current & Valid medical examiners certificate
<b>Clearances:</b>	Successful completion of a criminal history and fingerprint check through Washington State Patrol and FBI. Successful passage of drug and alcohol screen.
<b>Reporting Relationship:</b>	Transportation Director
<b>Salary Grade:</b>	DOE \$20.43-\$24.40 (2024-25 school year)

*Onion Creek School District #30 is an Equal Opportunity Employer*

