



SCHOOL VAN/BUS DRIVER

Classification: Van Driver

Location: Transportation

Reports to: Transportation Supervisor

FLSA Status: Non-Exempt

Employee Group: Teamsters

This is a standard position description to be used for positions with similar duties, responsibilities, classification and compensation. Employees assigned to the position description may or may not perform all of the essential functions indicated in this position description.

This job description does not constitute an employment agreement between the district and employee and is subject to change by the district as the needs of the district and requirements of the position change.

Part I: Position Summary

This position is responsible for operating a school van/bus and transporting school-aged children and other authorized personnel safely and efficiently over specified route to and from schools and various activities. Conducts pre-trip inspections; observes safety regulations and policies; enforces student discipline on the bus; and performs related work.

Part II: Supervision and Controls over the Work

Works under the supervision of the Transportation Supervisor. Work is controlled and/or guided by state and federal law.

Part III: Major Duties and Responsibilities

Duties may include, but are not limited to:

1. Ensures that the bus can be operated safely before driving and conducts pre-trip safety inspections as required by federal and state laws to include observing visual defects and checking operating systems to include brakes, horn, lights, emergency flashers, extended stop arms, and door-opening devices.
2. Operates the vehicle safely over an assigned route, picking up and delivering only authorized students at assigned bus stops, and watches to ensure that no one hurrying for the bus is left behind.
3. Obeys all traffic laws and transportation practices as outlined in the CDL manual, Bus Driver Handbook, School Board Policy and local ordinances.
4. Keeps the assigned vehicle clean.
5. Maintains an assigned seating chart.



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6. Reports undisciplined students through conduct reports to school principals in accordance with the bus driver handbook and District policy.
7. Conducts semi-annual bus evacuation drills as required by the OSPI and implements evacuations as required in an emergency to include safely exiting school van/bus.
8. Reports all accidents immediately, requesting police or ambulance service as needed; assists injured persons until services arrive; does not leave the area of the accident until released by district staff or proper authorities; and completes required accident reports.
9. Returns the bus to the assigned bus lot, performs a final inspection, and secures the bus according to procedures.
10. Participates in all required training.
11. May need to maintain a commercial driver's license as required by the Washington State Department of Licensing and maintains first aid certification and Department of Transportation physical.
12. Models nondiscriminatory practices in all activities.

Performs other duties as assigned.

Part IV: Minimum Qualifications

1. Must have experience working or interacting successfully with culturally diverse families and communities, or have otherwise demonstrated a commitment to strengthening engagement of a diverse community and skill in communicating with a diverse population.
2. High School Diploma or equivalent.
3. Valid Washington State Driver License.
4. Must be able to pass course of instruction to be submitted for School Bus Driver Authorization to the Washington State OSPI school bus driver database.
5. Must pass Washington State Department of Transportation Commercial Driver's License Physical Evaluation.
6. For bus driver, must possess a valid class B or C license with passenger and school bus endorsements.

Part VI: Physical and Environmental Requirements of the Position

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



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While performing the duties of this job, the employee is frequently required to sit, talk, lift, carry, move about, hear and speak. Employee may be required to perform work at a computer display terminal. The employee must lift and/or move 25 to 50 pounds, and may assist or move students with greater weight when required to intervene in student safety issues.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. While performing the duties of this job, the employee frequently works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals. It may be expected that the individual could be exposed to blood or other potentially infectious materials during the course of their duties.

The employee may be exposed to infectious disease as carried by students, exposed to student noise and learning resource noise levels. The employee may be required to travel on school owned or leased vehicles while supervising and assisting students.