

WISHKAH VALLEY SCHOOL DISTRICT #117
4640 Wishkah Road
Aberdeen, WA 98520

JOB DESCRIPTION-BUS DRIVER

POSITION: BUS DRIVER

REPORTS TO: TRANSPORTATION SUPERVISOR, BUILDING PRINCIPAL & SUPERINTENDENT

Positions Summary: Responsible for the safe and efficient transportation of students. This transportation may occur on regular bus runs (AM/PM) runs, and during other times, such as field trips, extracurricular trips and athletic trips. Each bus driver is responsible for ensuring that their bus is pre/post checked (as required by regulations), keeping their bus clean (inside and outside) and reporting any out of service/mechanical issues to Transportation Supervisor.

Primary Duties and Responsibilities:

1. Transports students to and from school on designated bus runs created by the District.
2. Transport students to and from other events and activities.
3. Maintain supervision of students while transporting students.
4. Maintains the interior and exterior of the bus at the direction of the Transportation Supervisor.
5. Maintains accurate records and reports conforming to district, state and federal guidelines.
6. Follow safety rules and regulations.
7. Perform other activities, duties, and trainings as assigned in regards to student transportation duties.
8. Maintain current driving credentials.

Minimum Qualifications:

1. Possess a valid Washington License with a bus driver's endorsement.
2. Pass a WSP/FBI fingerprint criminal background clearance (applicant's expense).
3. Mandatory ongoing drug/alcohol testing.
4. Annual DOT physical.
5. Proof of current First Aid/CPR card.
6. Other requirements/qualifications as referenced in district policy or state regulations.

Knowledge/Skills/Abilities:

1. Ability to read and comprehend simple instructions, short correspondence and memos.
2. Ability to work in a friendly manner with co-workers and students.
3. Ability to lift and move 50 pounds. Ability to perform job and communicate in a noisy environment.
4. Ability to supervise students while on the bus.
5. Ability to perform duties with awareness of all district requirements and Board of Education policies.

Physical Demands/Work Environment:

While performing the duties of this job, the employee is frequently required to sit for an extended period of time. The employee may be required to lift and/or move up to 50 pounds in the event of an emergency. Specific vision abilities required by this job include close vision, peripheral vision, depth perception and the ability to adjust focus.

State/District Mandated Requirements:

1. Fingerprinting (cost of paid by employee)
2. Attend required trainings as directed (paid by district)

Evaluation: There will be an annual evaluation of the bus driver by the Transportation Supervisor in coordination with the superintendent at the conclusion of the year which will be placed in the Bus Drivers personnel file.

Benefits/Compensation/Work Schedule

1. This position is a 10 month position as referenced in the Collective Bargaining Agreement between the Wishkah Valley School District #117 and the Public School Employees of Wishkah Valley.
2. Benefits and compensation will be based on components agreed upon in Collective Bargaining Agreement.

Equity & Non-Discrimination Notice: *Wishkah Valley School District does not discriminate in any program or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups.*

References: WAC 392-144-103