



# Oroville School District

816 Juniper Street Oroville, WA

98844 [www.oroille.wednet.edu](http://www.oroille.wednet.edu)

Phone: (509) 476-2281 Fax: (509) 476-2190

## BUS DRIVER

**Reports to:** Transportation Supervisor

**Salary:** \$23.19 - \$28.39

**Union Position:** Yes

**Benefits:** Health insurance benefits for employees working 630 hours or more per year include medical, dental, vision, life and long-term disability plans through the School Employees Benefits Board (SEBB). Retirement benefits are provided through the WA State Department of Retirement Systems (DRS) Sick, and Personal leave and Employee Assistance Program (EAP)

## JOB SUMMARY:

Operates school buses under all types of weather conditions including but not limited to: fog, rain, wind, hail, sleet, snow, and ice. Transports students and other authorized persons over regular "to and from school" routes, and on field, extracurricular, and special/or extra activity trips as authorized by the school district officials.

## JOB ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Minimum age 21 with one year one commercial driving experience, or three years as driver of passenger vehicles.
2. Possess valid State of Washington Department of Licensing driver's license with Class A or B CDL with P or SB endorsement.
3. Possess valid Washington State Medical Examiner's Certificate (attachment C DLE 520-061).
  - Provide certification of compliance with WAC 180-20-110 (2) (b)
  - Pass physical examination every 24 months in accordance with the standards established in 40 CFR 391.41 through 391.49, of the Federal Motor Vehicle Safety Regulations.
  - School bus drivers must continue to meet these physical examination requirements during the time between examinations.
  - Certificate is on file with Oroville School District.
4. Meet the physical requirements outlined in WAC 180-2-101 (2); and be certified by the Oroville School District Transportation Manager and file form SPI-M-642A (rev. 4-93) with Oroville School District 410.
  - i. Be physically able to maneuver and control a school bus under all driving conditions
  - ii. Be physically able to use all hand/or foot operated controls and equipment found on state minimum specified school buses;
  - iii. Be physically able to perform daily routine school bus vehicle safety inspections and necessary emergency roadside services; and
  - iv. Have sufficient strength and agility to move about in a school bus as required to provide assistance to students in evacuating the school bus. The driver must be able to move from a seated position in a 65 passenger school bus, or the largest school bus the driver will be operating, to the emergence door, open the emergency door, and exit the bus through the emergency door; all within 25 seconds.
5. Provide fingerprints and successfully clear all FBI, Washington State, and Oroville School District background checks and submit the updates Washington State EMPLOYMENT DISCLOSURE STATEMENT annually for the Oroville School District files.

6. Must have proof of good driving record, maintain good driving record, and annually authorize the State of Washington Department of Licensing to release driving abstracts for the Oroville School District files.
7. School bus drivers must report all criminal charges within 20 days, traffic convictions within 30 days, and license suspensions immediately to Oroville School District Transportation Manager.
8. possess valid certification of First Aid and CPR training.
9. Possess valid certification of enrollment in district approved drug and alcohol testing program and successfully pass all related drug and alcohol tests.
10. Have on file with the Oroville School District verification of completion of the school bus driver training course prescribed by chapter 180-20 WAC; and participate in any State required inservice throughout employment.
11. Have sufficient command of the English language to communicate verbally and in writing with students, parents, district staff members and other concerned people regarding job related activities and perform required clerical duties. Good public relations as stated in the Driver's Handbook.

### **JOB DUTIES, RESPONSIBILITIES, AND TASKS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Operate a school bus in accordance with the laws of the State of Washington and policies declared by the Superintendent of Public Instruction as outlined in the SCHOOL BUS DRIVER HANDBOOK, RCW's, and WAC's on schedules, routes and/or on all types of trips in support of district approved activities, both within and outside the school district boundaries.
2. Maintain control of student passengers as related to safety; report unsafe acts or conditions that require the attention of any person other than the driver.
3. Perform pre and post trip operational and safety inspections and file repair and service notifications as directed by Oroville School District Transportation Manager.
4. Wash, sweep, or clean the following when needed:
  - a. Bus exteriors (weather and paid time permitting)
  - b. Bus interiors, windows, and mirrors
  - c. Bus rear window, stop and taillights, turn signal lights, warning lights, and information panel when obscured by road grime
5. Operate school bus related equipment when required
  - a. Wheelchair lifts and restraints
  - b. Communication devices
  - c. Fire extinguishers
  - d. First Aid kits
  - e. Highway warning kits
  - f. Infection control kits
  - g. Strap cutters
  - h. Sanders
  - i. Snow chains
  - j. Plug in and fuel fired engine heaters

6. Maintain school bus and related equipment
  - a. Fuel and top off essential fluids
  - b. Fill and top off sanders with approved traction sand when winter driving conditions prevail
  - c. Replace any unsealed package units of First Aid kit
  - d. Replace used infection control kit
  - e. Replace spent or under-charged fire extinguisher
  - f. Maintain three highway warning devices in a latched approved secured box
7. Perform basic first aid as appropriate, may include CPR
8. Complete legible and accurate forms, records, and reports as required by the State of Washington and Oroville School District policies. Some samples would be;
  - a. Pre and post inspection sheets
  - b. Weekly regular route information sheets
  - c. Extra trip information sheets
  - d. Count week and route study forms
  - e. Evacuation Drills
  - f. Student discipline referrals
  - g. Accident reports (extra paid time allowed)
  - h. Fuel Logs
  - i. Monthly time sheets
  - j. Other District paperwork assigned
9. Must pass pre employment and random drug/alcohol testing, per DOT guidelines

## ACKNOWLEDGEMENT

I have read and understand this Job Description and I am physically able or with reasonable accommodation, will perform these duties to the best of my knowledge and ability.

Reasonable Accommodations Needed:

EMPLOYEE SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

Employees Printed Name: \_\_\_\_\_

*Oroville School District 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, gender 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. The following employee(s) has been designated to handle questions and complaints of alleged discrimination:*

*Civil Rights Coordinator*  
Jeff Hardesty  
816 Juniper St., Oroville WA 98844  
509-476-2281  
[jeff.hardesty@oroville.wednet.edu](mailto:jeff.hardesty@oroville.wednet.edu)

*Title IX officer*  
Brennon Schweikart  
816 Juniper St. Oroville WA 98844  
509-476-2281  
[brennon.schweikart@oroville.wednet.edu](mailto:brennon.schweikart@oroville.wednet.edu)

*Section 504 Coordinator*  
Kelly King  
816 Juniper St. Oroville WA 98844  
509-476-2281  
[kelly.king@oroville.wednet.edu](mailto:kelly.king@oroville.wednet.edu)