



Greater Albany Public Schools

Special Needs Bus Driver

Salary Level: See current CBA
Reports to: Director of Transportation
Work Calendar: 180 days

Classification: Classified
Location: Varies
Shift: Varies

Position Overview: Drives District buses to safely transport Special Education students between homes and schools, or as assigned.

Examples of Duties:

- Drive special education route school buses as prescribed by assigned route, time schedule and specified bus stops. Determine whether to wait for student's guardian when not at arranged meeting place/time, affecting the timing of subsequent stops, or to make another attempt at a later time to deliver the student.
- May operate wheelchair lift, tie-down, and seat belts to load and unload students.
- Coordinate with assigned Bus Attendants to initiate and administer discipline and reward systems to control student passenger behavior.
- Assign seating and train students in safe riding practices, street crossing and emergency evacuation procedures.
- Perform pre-trip inspection of bus brakes, tires, emergency exits, lights, instruments, emergency equipment, and general operability; maintain interior cleanliness of bus.
- Complete required reports of odometer readings, bus malfunctions, student conduct and trips.
- Attend and participate in required classroom training programs, departmental meetings and planning sessions.
- Drive buses for special excursions as assigned.
- Communicate problems to District supervisory, routing and maintenance personnel or school administrators as necessary. Operate two-way radio.
- May be required to drive regular routes as scheduling and/or relief driving requirements dictate.
- Perform related work as required.
- **Senior Driving Assignments:** Drive buses for field trips, athletic events and other out-of-town special excursions as assigned.

Required Knowledge, Skills and Abilities:

- Thorough knowledge of the operation and capabilities of District buses and bus equipment.
- Ability to drive safely under pressure of time constraints, student misbehavior, hazardous road conditions, and traffic demands.
- Punctuality and ability to pace activity to meet prescribed schedules.
- Knowledge of behavioral management techniques applicable to special education students who may have severe animosity or physical disability and who require individual attention.
- Ability to represent the District's objectives of courtesy and responsibility to the public.
- Ability to remain available for evening or weekend meetings / driving assignments.
- **Senior Driving Assignments:** Demonstrated ability to drive all District buses safely in a variety of conditions, including snow and mountain terrain, coupled with demonstration of appropriate judgment in out of town situations.

Minimum Qualifications for Class Entry:

- Possession of a valid State of Oregon Bus Driver's license.
- Successful completion of core classes, training in first-aid, a physical examination, and faultless driving record.
- High School Diploma, GED, or an equivalent combination of education, skills, and experience.

Work Environment: Incumbents work split shifts. Senior driving assignments may require driving evenings, outside District boundaries or during snowstorms or other hazardous road conditions. Incumbents may be exposed to risk of accident, exhaust fumes, and noise of passengers or bus equipment. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Requirements:

- Physical capability of lifting up to fifty (50) pounds.
- Mental and physical capabilities to adhere to OSHA and GAPS safety requirements and to complete the duties of the job as required.
- Ability to pass the following skills in accordance with OAR 581-53-006 which requires Oregon School Bus Drivers to be able to demonstrate said specific physical skills:
 - 1) Open and close a manually operated bus entrance door with a force of at least 30 pounds.
 - 2) Climb and descend steps with a maximum step height of 17.5 inches.
 - 3) Operate two hand controls simultaneously and quickly.
 - 4) Have a reaction time of 3/4ths of a second or less from the throttle to the brake control (timed)
 - 5) Carry or drag a 125 pound person 30 feet in 30 seconds or less (timed).
 - 6) Depress a brake pedal with the foot to a pressure of at least 90 pounds.
 - 7) Exit from an emergency door opening of 24 x 48 inches, at least 42 inches from the ground in 10 seconds or less (timed).

NOTE: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. All Classified/Coaching personnel are employed on a probationary basis contingent on completion of a criminal history verification based on fingerprints.

Job Safety:

- Employees are required to follow the safety and health rules that apply to their job.
- Employees are to wear any personal protective equipment (PPE) that their job requires.
- Report any safety or health hazards to your supervisor or your safety committee.
- Immediately report any workplace injury or illness to your supervisor or a safety committee.
- Keep safety devices and warning signs in place, and use appropriate safeguards and equipment when you are exposed to hazards.
- Cooperate with Oregon OSHA inspectors if they visit your workplace.

Anti-Discrimination Policy and Commitment to Diversity:

We believe that diversity is a strength, and we are committed to maintaining an inclusive, multicultural network. We are an equal-opportunity employer and welcome all qualified applicants.

Research shows that women and people of color are less likely to apply for jobs unless they believe they meet every one of the qualifications as described in a job description. We are most interested in finding the best candidate for the job, and that candidate may be one who comes from a less traditional background. We would encourage you to apply, even if you don't believe you meet every one of our qualifications as described.

CANDIDATE STATEMENT: "I hereby certify that I possess the physical and mental ability to regularly attend work and fulfill the essential functions of the above position either with or without reasonable accommodations. If I require accommodation(s) in order to fulfill any or all of these essential functions, and if I am offered employment, I will inform the District prior to actually beginning work."

Candidate Signature
Revised 9/30/25

Date

