

JOB TITLE: GUEST BUS DRIVER

WORK DAYS PER FISCAL YEAR: On-call as needed

SUMMARY: The purpose of this position is to support the educational goals of the community by safely transporting students inside and outside the Highline School District boundaries.

CONTEXT AND MISSION: Highline Public Schools serves approximately 18,000 students in the communities of Burien, Des Moines, Normandy Park, SeaTac, and White Center in Washington State. In 2013, parents, students, community members, and staff at all levels of the district came together to develop a strategic plan that reflects our goals and dreams for our students. The plan was updated in 2018 to guide our work through 2023. The plan's promise is that *every student in Highline Public Schools is known by name, strength, and need, and graduates prepared for the future they choose.*

The strategic plan is centered on Our Promise. It includes five big goals for Highline students, supported by Our Foundation.

- **Equity.** *We will disrupt institutional biases and end inequitable practices so all students have an equal chance at success.*
- **Instruction.** *We will reduce achievement and opportunity gaps by using culturally responsive, inclusive, standards-based instruction.*
- **Relationships.** *We will know our students by name, strength and need and have open, two-way communication with students, families and community partners.*
- **Support.** *We will increase student success by supporting their social-emotional and academic needs.*

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed while in other cases related duties may also be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Transport students between pickup points and schools according to time schedules and routes as planned by the District. If a lift bus, operate wheelchair lift and assist students loading and unloading from the bus.
- Maintain order during trips and adhere to safety rules when loading and unloading students. Be able to assist students off the bus in an emergency situation or accident.
- Comply with state laws and local regulations pertaining to operation of school buses.
- Maintain surveillance and work with the bus monitors and assist them in the performance of their duties and functions.
- Exercise responsible leadership at all times. Promote good public relations with parents, staff and public in a multicultural and multiracial community.
- Keep records as required.
- Safely drive a school bus in all kinds of adverse weather conditions.
- Keep assigned bus clean (interior and exterior).
- Install and remove chains in snow conditions.
- Report to proper authorities: accidents, student misconduct, troubles with bus, traffic hazards along route and parent complaints.
- Pick up and discharge students only at authorized stops.

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- Take direction and instruction regarding safe driving procedures from the Driver Trainer Coordinator as required to fulfill functions and responsibilities.
- Attend meetings and training sessions which the District determines are necessary to fulfill position responsibilities.

Other Functions

- Performs other related duties as assigned by the Transportation Supervisor for the purpose of ensuring the efficient and effective functioning of the work unit.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE:

High School diploma or equivalent

All certificates, licenses, endorsements and permits as required for this position by state and local authorities.

CDL, Class B with P1 and S endorsements

PREFERRED QUALIFICATIONS:

Valid CPR certification

CONDITION OF EMPLOYMENT:

Pass a post hire, pre-employment physical assessment test

Criminal background clearance

A complete five-year school bus driver abstract, displaying an excellent driving record

Valid First Aid certification

All certificates, licenses, endorsements, permits, and vaccines (absent exemption) as required for this position by state and local authorities

KNOWLEDGE OF:

State laws and local regulations pertaining to operation of school buses

School board policies and procedures

ABILITY TO:

Communicate effectively verbally and in writing

Maintain effective working relationships with other people

Read and interpret road and street maps

Familiar with vehicle maintenance concepts

Follow and uphold safety standards, laws, codes, rules, regulations, policies and procedures relating to pupil transportation

Perform the duties satisfactorily and to accept the responsibilities listed under the heading "Performance Duties and Responsibilities"

Take direction and instruction from the Driver Trainer Coordinator

Comply with school board policies and follow administrative procedures

REPORTING RELATIONSHIP: Director of Transportation

EVALUATION: This position will be evaluated by the Transportation Supervisor or designee based on performance of duties and responsibilities.

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PHYSICAL DEMANDS: The physical demands 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.

While performing the duties of this job, the employee is frequently required to sit for long periods. The employee frequently is required to use hands to finger, handle, or feel; reach with hands and arms; squat/kneel; reach; climb stairs; and talk or hear. The employee is occasionally required to stand and/or walk. The employee must frequently lift/carry up to maximum of 5 pounds. The employee must occasionally lift and/or move up to 28 pounds. This position requires the employee to push a maximum force of 60 pounds and pull a maximum force of 100 pounds. Anything over the weight limits should be done as a two-person lift or with a mechanical lift. Specific vision abilities required by this job include close vision, ability to adjust focus, night vision, and peripheral vision. The employee must be able to fit through the emergency exit door located in the roof of the bus. The circumference of this exit is 83".

WORK ENVIRONMENT: 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.

While performing the duties of this job, the employee regularly works in outdoor conditions, inclement weather, and regularly around diesel and gas fumes. Some work requires the use of video display. The noise level in the work environment is often loud/noisy. The employee is expected to properly use personal protection equipment when provided by the District.

*Job descriptions are written as a representative list of the **ADA essential** duties performed by the entire classification. They cannot include, and are not intended to include, every possible activity and task performed by every specific employee.*

CLASSIFICATION HISTORY

Revised Condition of Employment section, 2021-12-09

Updated by Human Resources, 2020.07.23

Updated by Human Resources, 2016.08.31

Transferred to newest format by Human Resources, 2014.01.10

Updated by Human Resources to add district introduction, 2013.10.17

Revised by Human Resources, 2009/03

Updated format by Human Resources, 2013/01

Highline Public Schools, District #401, complies with all federal rules and regulations and does not discriminate in admission, access, treatment, or employment in education programs or hiring practices on the basis of race, creed, religion, color, national origin, age, sex, sexual orientation including gender expression or identity, marital status, honorably-discharged veteran or military status, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a person with a disability. This holds true for all students who are interested in participating in educational programs and/or extracurricular activities. Any person having inquiries should contact: Age Discrimination Act, Americans with Disabilities Act, Affirmative Action, Civil Rights Act (employees), and Title IX: Chief Talent Officer, 206.631.3121, titleixofficer@highlineschools.org; Civil Rights Act: Executive Director of Student Support and Family Engagement, 206.631.3100, civilrightscordinator@highlineschools.org; Section 504 of the Rehabilitation Act- Director of Health and Social Services, 206.631.3011, 504coordinator@highlineschools.org, Address: 15675 Ambaum Blvd. SW, Burien, WA 9816.