

7601

***KENT SCHOOL DISTRICT  
JOB DESCRIPTION***

**SCHOOL BUS DRIVER**

**REPORTS TO:** Transportation Manager

**SUPERVISES:** None

**WORK PERIOD:** 9 Month

**UNIT CLASSIFICATION:** Teamsters

**PRIMARY PURPOSE:**

The purpose of this position is to safely transport students to and from school and school-sponsored activities.

**ESSENTIAL JOB DUTIES:**

Obeys all state RCWs and WACs as they apply to school bus driving.

Follows assigned route schedules and keeps route on time with dispatcher's help.

Maintains student discipline on busses, following established procedures and training.

Maintains equipment, keeping bus interior clean and reporting vehicle service in accordance with established procedures.

Follows district and department policy related to the transportation of students.

Attends all required department training sessions.

Installs tire chains on assigned bus, as needed.

**OTHER JOB DUTIES:**

Provides transportation services in the event of a disaster.

Serves as member of the transportation team of the district; performs related duties consistent with the scope and intent of the position as assigned.

**WORKING RELATIONSHIPS:**

Report to the transportation manager and dispatcher. Primary working relationship is with students from kindergarten through twelfth grade, including special-needs students. Interacts with other drivers and shop and office staff. Maintains good rapport with district authorities, schools, parents, and public.

**WORKING CONDITIONS:**

Required to drive a variety of school buses in varying weather conditions. The work requires exposure to traffic and some bending, stooping, lifting, and stretching. The employee remains seated while driving and the work requires visual acuity and concentration to ensure the safe operation of school busses.

**QUALIFICATIONS:**

Knowledge, Skills, and Abilities

Must demonstrate a successful level of the knowledge, skills, and abilities listed below:

- Knowledge of traffic laws and safe school bus operating standards and procedures.
- Ability to operate a school bus safely and effectively.
- Ability to maintain order on a school bus.
- Ability to establish and maintain good working relationships with a variety of students and other employees.
- Good communications skills.
- Strong customer service skills.

Education and Experience

High school diploma or G.E.D and completion of district bus driver training and some experience driving large vehicles; or any equivalent combination of education, experience, and training that would provide the applicant with the desired knowledge, skills, and abilities required to perform the work.

Licensing and Certification

- Must be 21 years of age.
- Must meet all state and district health and agility requirements.
- Must keep state and district certifications current.
- Valid Washington State CDL license.
- Must meet all DOT, state, and district requirements for physical condition, criminal history records, and drug and alcohol testing.

**EVALUATION:**

Evaluation responsibilities are assigned to the transportation manager.

*The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise balance the workload.*

EEO CATEGORY: Service/Maintenance  
FLSA STATUS: Non-Exempt

LAST REVISION DATE: April 2000