



ROUTER/DRIVER TRAINER Transportation

MINIMUM QUALIFICATIONS:

- High school graduation or equivalent
- Must be at least 21 years old
- Three years of driving experience with an excellent driving record
- Two years of experience as a Driver Trainer
- Public transportation experience preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of basic vehicle maintenance and ability to troubleshoot vehicle operation problems
- Defensive driving skills and knowledge of traffic laws
- Ability to use transportation technology and learn specific routing software programs
- Ability to organize and instruct training activities in classrooms and on school buses
- Ability to organize and set priorities
- Ability to work effectively under pressure and be flexible
- Ability to work independently with minimal supervision
- Ability to establish and maintain effective working relationships with staff, parents, and the public
- Effective oral and written communication skills
- Ability to maintain a strict time schedule
- Ability to attend to detail and follow tasks through to completion
- Ability to maintain confidentiality
- Ability to follow district policies and procedures
- Demonstrated ability to collaborate with staff and provide excellent customer service

GENERAL RESPONSIBILITIES:

Position is for 8.0 hours per day (plus a 30-minute unpaid lunch period) for 210 days per year providing clerical and communications support for the department's daily bus operations. Duties (not limited to): answer the telephone and relay messages; compose a variety of reports and forms including employee time cards, monthly invoices, leave requests, reimbursements, fuel records, student bus conduct reports; maintain department files and budget; process purchase orders, invoices, charge receipts; arrange for substitute drivers; advise building administrators of standard driver disciplinary practices; manage the office during the absence of the Director; screen and answer questions from department employees; may assist with Field Trip Sign Up forms; may be required to perform the duties of a bus driver. The 2024-25 pay level for Transportation/Router/Driver Trainer) begins at \$34.93 and is expected to increase for the 2025-2026 school year.

PEOPLE OF DIVERSITY ENCOURAGED TO APPLY

Oak Harbor Public Schools is committed to building a culturally diverse staff to reflect and serve our culturally diverse student population. We do not discriminate on the basis of sex, race, creed, religion, color, national origin, age, military status, sexual orientation including gender expression or identity, the presence of any sensory, mental, or physical disability, or the use of a trained guide dog/service animal by a person with a disability in its programs and activities, and provides equal access to the Boy Scouts and other designated youth groups. For questions and complaints of alleged discrimination contact: Assistant Superintendent of Human Resources & Operations, Title IX Officer, Section 504/ADA Coordinator, and Compliance Coordinator for 28A.640 and 28A.642 RCW.

08.5.25

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