

Orcas Island School District
Job Description
Substitute Bus Driver

JOB SUMMARY

The Bus Driver is responsible for the safe operation of a school bus under all types of weather conditions to enable the transport of students and other authorized persons on regular and special programs “to and from school routes” and on field trips, co-curricular and other scheduled trips, as assigned by the Head Bus Driver.

ESSENTIAL JOB FUNCTIONS

This list of essential job functions is not exhaustive and may be supplemented as necessary. The employee may perform all or a combination of several of the following duties:

- Safely drive a school bus on scheduled routes and/or on all types of trips in support of district approved activities both within and outside of the school district boundaries, in all types of weather.
- Operate a wheelchair lift and assist students loading and unloading from the school bus.
- Operate a school bus in accordance with Washington State laws and policies promulgated by the Superintendent of Public Instruction. Operate all hand and foot controls installed in a bus as required by Washington State School Bus Specifications.
- Maintain control of student passengers as related to safety. Report unsafe acts or conditions which require the attention of any person other than the driver.
- Maintain a positive atmosphere on the school bus. Be a role model for students and interact positively with them.
- Clean and service the school bus to include interior/exterior; sweeping and washing; installation of fuel, oil and coolant; tire inflation, etc.
- Complete forms, records, time sheets, trip requests, route studies, trouble reports, misconduct reports, accident reports and other paperwork and/or reports, legibly, accurately and on time, as required.
- Successfully complete school bus driver training programs and courses established by the Office of the Superintendent of Public Instruction or the school district.
- Operate and service all school bus equipment and accessories including but not limited to fire extinguishers, highway warning kits, snow chains, sanders, first aid kits, etc.
- Perform required operational and safety inspections of the school bus and all related equipment.
- Perform basic first aid as appropriate, which may include CPR.
- Establish and maintain working relationships that foster efficiency and productivity and promote cooperation with administrators, fellow employees, students, parents, vendors and the public.
- Work independently with a minimum of supervision.
- Comply with all district policies and procedures.
- Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Education and Experience

- High School Diploma or the equivalent.
- Have at least five years experience driving a passenger car.
- Must possess or have the ability to obtain a Class B CDL with applicable endorsements.

Skills

- Ability to satisfactorily perform the duties listed under “Essential Job Functions.”
- Ability to understand and complete oral and written instructions; to read and interpret road and street maps.

- Ability to read and interpret documents such as safety rules, operating instructions and technical/procedure manuals.
- Ability to meet the physical and mental standards necessary to perform the duties, tasks and responsibilities of a school bus driver as described by law.
- Knowledge of principles, procedures and methods used in operating a school bus.
- Ability to follow and uphold safety standards, laws, codes, rules, regulations, policies and procedures relating to pupil transportation.
- Knowledge of operation of emergency school bus equipment and accessories, including but not limited to two-way radio, first aid kit, fire extinguisher, highway warning kit, snow chains, etc.
- Ability to manage critical events calmly, such as a bus breakdown, missed ferry, etc.
- Ability to communicate effectively with others both orally and in writing and to establish and maintain professional, cooperative-working relationships with district staff and the public.
- Ability to work independently or in a team environment; ability to exercise a high degree of independent judgment and decision-making.
- Ability to learn new procedures quickly.
- Ability to maintain confidentiality.
- Ability to report to work with regular and reliable attendance and punctuality.

WORK ENVIRONMENT

The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. The employee will work in a school environment that will include working both indoors and outdoors and in inclement weather. The employee may work with toxic or caustic chemicals such as petroleum products. Frequently the employee will work alone and will work irregular and/or extended hours. The employee is regularly required to sit for long periods. The employee is frequently required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is also required to stand and walk. The employee must be physically able to perform daily routine vehicle safety inspections and necessary emergency roadside services, possess sufficient strength and agility to move about in a school bus as required to provide assistance to students in evacuating the bus. The employee must be able to lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, night vision and the ability to adjust focus. The noise level in the work environment is moderate to noisy. The employee may deal with distraught or difficult individuals and is exposed to infectious diseases carried by children.

SPECIAL REQUIREMENTS

- Successful Washington State Patrol and Federal Bureau of Investigation Fingerprint Clearance.
- First Aid and CPR certification within 30 days of hire; maintain valid certification while employed in the position.
- School Bus Driver authorization from the Superintendent of Public Instruction.
- Meet and maintain the physical standards, as established by OSPI; ability to pass substance abuse screening.
- Ability to pass a physical exam every twenty-four months and maintain physical exam requirements during the time between exams.
- Flexibility in work hours, required; must be available for extra (non daily route) trips.

The Orcas Island 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 or 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: Orcas Island School District Superintendent, 557 School Road, Eastsound, WA 98245, (360) 376-2284