



## Job Description

**Position Title:** Mini-Bus Drivers 2024-2025 School Year

**Location:** West Fargo Transportation Department

**Department:** Transportation

**Reports To:** Director of Transportation Department

**Term:** Ongoing 182-day position following the school calendar

**Schedule:** Mon-Fri Approx. 4+ hours/day. Occasional additional hours may be available

**Salary:** Position follows the [2024-2025 Classified Salary Schedule](#) at A135. Starting salary begins at \$17.75-\$19.40/hour, based on experience.

**Date of last review:** June 2024

**SUMMARY:** The Mini-Bus Driver transports learners to and from school, and activities when applicable, in a safe and timely manner and assists in the maintenance of the buses.

**To Apply:** Please complete the application and include three references.

**QUALIFICATION REQUIREMENTS:** *To perform this job successfully, an individual must be able to perform each essential duty and requirement satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required for the role. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *(Other duties may be assigned)*

**Collaboration:**

- Develops positive, effective working relationships with learners and staff.

**Communication:**

- Communicates with the Transportation Director regarding problems and/or issues that arise.
- Connects and shares ideas through appropriate/applicable formats to express thoughts and ideas with integrity.

**Compassion:**

- Understands the complexities of cultural and global issues and how they relate to employee and learners' experiences.
- Partners with others to resolve potential controversy and conflict through respectful discussion.
- Proactively seeks to understand the ideas, opinions, and skills of others.

**Creativity:**

- Connects with team members and shares ideas in an effort to improve the overall learner and employee experience.

*The West Fargo Public School District is committed to maintaining a learning and working environment free from discrimination and harassment in all employment and educational programs, activities, and facilities. The District prohibits discrimination and harassment based on an individual's race, color, religion, sex, gender identity, national origin, ancestry, disability, age, or other protected status by law. External applicants are eligible for ND Veteran's Preference: North Dakota veterans claiming preference must submit all proof of eligibility by the closing date. Proof of eligibility includes a form DD214, and if claiming disabled veteran's status, a current letter of disability. West Fargo Public Schools is committed to diversity, equity, and inclusivity in all hiring and employment practices. Applicants who incorporate a holistic perspective and a commitment to inclusion are encouraged to apply.*



# WEST FARGO PUBLIC SCHOOLS

"Educating all learners for tomorrow's world."

## *Critical Thinking:*

- Makes seating arrangements and reports disciplinary problems when necessary.
- Inspects the bus immediately upon conclusion of each route by walking the length of the bus and performing a careful visual inspection.
- Completes all post-route logs and checklists immediately upon return to bus barn.
- Reasons, interprets, and analyzes information to generate new knowledge and understanding.

## *Reflection:*

- Attends the required annual training sessions as directed by supervisor.
- Attains certification in First Aid upon employment with the school district.
- Maintains communication with supervisor and director regarding general feedback, career advancement opportunities, and areas of growth opportunities.

## *Resilience:*

- Maintains composure while dealing with stressful situations.
- Proactively seeks out resolutions and takes initiative to resolve knowledge gaps.

## *Responsibility:*

- Transports learners to and from school using an assigned bus.
- Monitors behavior of learners during transportation to and from school.
- Completes pre-trip inspection of bus daily as outlined by Federal and State DOT regulations.
- Maintains safe operation by checking all lights, gauges, switches, mirrors and windows for proper operation.
- Maintains cleanliness of the bus by sweeping the inside and washing the windows, mirrors and lights as needed.

***PHYSICAL DEMANDS AND WORK ENVIRONMENT:*** *The physical demands and work environment 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 essential duties and responsibilities of this role, the employee is regularly required to reach with hands and arms.
- While performing the essential duties and responsibilities of this role, the employee is regularly required to stand, walk, bend, talk, and hear.
- The specific vision abilities required for this role include close and peripheral vision.
- The employee may be required to lift up to ~30 pounds.
- The employee must work with the public and various WFPS staff while simultaneously managing several competing demands.
- The employee will work in an environment that has a quiet to loud noise level.
- The employee may come into contact with standard automotive fluids.
- The employee may come in contact with bloodborne pathogens or other bodily fluids on rare occasions.

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## ***EDUCATION AND/OR EXPERIENCE:***

- High School diploma or general education degree (GED).
- Valid driver's license and clean driving record required.
- Valid Class D license with a DOT physical.
- Clean driving record.
- Must pass a Dept. of Transportation physical exam and standard drug/alcohol testing prior to employment.
  - Random drug/alcohol testing of transportation employees performed periodically.
- Prior experience providing transportation to students preferred, but not required.
- Prior experience working with children of varying levels of ability preferred, but not required.

## ***LANGUAGE SKILLS:***

- Ability to read, write, and comprehend simple instructions and short correspondences in the English language.
- Ability to communicate effectively verbally, expressively, and reactively.

## ***OTHER SKILLS AND ABILITIES:***

- Exercise confidentiality, discretion, and good judgement.
- Adhere to the assigned work schedule by maintaining regular and punctual attendance.

## ***SUPERVISORY RESPONSIBILITIES:***

- None.

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