

COLLEGE PLACE PUBLIC SCHOOLS

1755 South College Avenue
College Place, WA 99324
(509) 525-4827

Position: Bus Driver

Responsible to: Transportation Supervisor

Terms: The terms of employment shall be at the discretion of the Superintendent. The position is regular part time or temporary as defined in the Classified Employee Handbook. Benefits cited in the Classified Employee Handbook shall be provided. Salary is established by the Board of Directors.

Required knowledge and skills:

- High school diploma or its equivalent (GED);
- Maintain a current valid Washington State Drivers License;
- Maintain a current valid School Bus Drivers Certificate;
- Maintain required driver inservice trainings;
- Maintain current First Aid certification;
- Knowledge of technology for communication;
- Knowledge of Washington State Pupil Transportation Procedures and requirements;
- Skill to work with children.

Demonstration of required abilities:

- Capable of lifting ~ 40lbs ~ 5% of the time, ~ 15% of the work day standing, reaching, bending, stooping, walking and ~ 80% of the time would be driving;
- Work efficiently, effectively and timely;
- Produce work that is accurate, neat and thorough;
- Be reliable, trustworthy and require minimal supervision;
- Interact and communicate with others in a respectful, courteous and cooperative manner;
- Maintain adaptability by being positive, versatile and flexible;
- Support school rules and District policies and procedures.

Job Purpose: Focusing on kids and their learning by maintaining and providing safe transportation of students to and from school.

Essential Job Results:

1. Maintain student transportation services by driving a school bus on scheduled routes and/or on all types of trips in support of district approved activities, both within and outside the school district boundaries.
2. Maintain decorum and discipline of students on the bus by following building handbooks and District discipline procedures and policies.
3. Operate a school bus in accordance with the laws of the State of Washington and District policies promulgated by the Office of the Superintendent of Public Instruction.

Vision: Focus on kids and their learning

Mission: Prepare kids for their future beyond College Place Public Schools

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4. Maintain a safe student transportation environment by performing required operational and safety inspections of the school bus and all related equipment as required by the laws of the State of Washington and District policy and procedures and by immediately reporting any mechanical defects and safety hazards to the Transportation Supervisor.
5. Facilitate student safety by being prepared to provide first aide when necessary.
6. Maintain District records by legible and accurate completion of forms, records, time sheets, trip requests, route studies, trouble reports, misconduct reports, accident reports and other clerical type activities as may be required.
7. Maintain technical knowledge by attending educational trainings and required bus driver inservices.
8. Protect the District by keeping information confidential.
9. Demonstrate the importance of safety by maintaining a safe and orderly working environment and following safe work practices.
10. Contribute to team efforts by accomplishing related results as needed or requested.

*** ~ denotes approximation

Employee's Signature

Date Received

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