

**District Office**

Nancy Lotze, Superintendent  
P.O. Box 129  
Metaline Falls, Washington 99153  
Phone: (509) 446-2951  
FAX: (509) 446-2929

June 24, 2020

## **J O B   A N N O U N C E M E N T**

**TITLE: BUS DRIVER****QUALIFICATIONS:**

1. High School diploma or equivalent.
2. Current Washington State Driver's License.
3. Minimum age of 21 to obtain State School Bus Driver Certification
4. CDL & passenger endorsement preferred, but not required.
5. Current First Aid/CPR card preferred, but not required.
6. Current DOT physical preferred, but not required.
7. Current school bus driver record of in-service training preferred, but not required.
8. Demonstrated aptitude or competence for assigned responsibilities.

**REPORTS TO:**

Transportation Supervisor/Immediate Supervisor

**JOB GOAL:**

To provide safe and efficient transportation so that students may enjoy the fullest possible advantage from the district's curriculum and extracurricular program.

**PERFORMANCE RESPONSIBILITIES:**

1. Drive assigned route(s).
2. Obey all traffic laws.
3. Observe all mandatory safety regulations for school buses.
4. Maintain discipline when students are on bus.
5. Report undisciplined students to the proper authority.
6. Keep assigned bus clean.
7. Keep to assigned schedule.
8. Check bus before each operation for mechanical defects.
9. Notify the proper authority in case of mechanical failure or lateness.
10. Discharge students only at authorized stops.
11. Exercise responsible leadership when on out-of-district school trips.
12. Transport only authorized students.
13. Report all accidents and complete required reports.
14. Enforce bus behavior and safety regulations.

**SALARY:**

Per Placement on the salary schedule; \$18.25 per hour is the beginning wage.

**CLOSING DATE:**

Open until filled.

**APPLICATION:**

To be considered, please submit the following to the Selkirk School District Office at 219 Park Street, PO Box 129, Metaline Falls, WA 99153 (509) 446-2951:

- Letter of Application
- Completed Selkirk School District Classified application form
- Resume

Preference will be given to existing employees. Existing employees will be considered with a Letter of Application and completed Affirmative Action forms. However, additional documents may be requested by the district.

**EMPLOYMENT INFORMATION:**

Selkirk School District is an affirmative action, equal opportunity employer. Persons with a disability who need assistance in the application process or those needing the announcement in an alternative format may call Kelly Schott at (509) 446-2951.

Candidate offered the position will be required to complete a Washington State Patrol/FBI fingerprint background check and Department of Social and Health Services criminal history and background inquiry check. Employees of the Selkirk School District must abide by all of the agency's policies, including maintaining a smoke and tobacco-free work environment and a drug-free workplace.

The Selkirk 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 Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination:

**Title IX**

Amanda Burnett  
Selkirk Jr/Sr High School  
10372 Hwy 31  
Ione, WA 99139  
(509)446-3505

**Section 504 Coordinator**

Jane Reed  
Selkirk School District  
PO Box 129  
Metaline Falls, WA 99153  
(509)446-2951

**Civil Rights Officer**

Nancy Lotze  
Selkirk School District  
PO Box 129  
Metaline Falls, WA 99153  
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