# ONALASKA SCHOOL DISTRICT

**"Cultivating and Harvesting High Expectations and Excellence."**


**DISTRICT OFFICE**
Brenda Padgett, Superintendent
Alicia Clevenger, Payroll/Benefits/HR
Tori Griggs, Admin Assistant
Breanna Stewart, Accounts Payable

540 Carlisle Avenue
PO Box 279
Onalaska, WA 98570
Ph: (360) 978-4111 opt. 5
Fax: (360) 978-4185
www.onysd.wednet.edu

**BOARD OF DIRECTORS**
Jim Ball, Chair
Tanya Naillon, Vice Chair
Jennifer Zandecki
Megan Iverson
Carrie Kinsman


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## INTERNAL/EXTERNAL POSTING
## 2026 – 2027 School Year

The Onalaska School District No. 300 has the following position opening;

ROUTE : TBD
START DATE: August 17, 2026

QUALIFICATIONS

1. High school diploma or General Education Degree
2. Hold a class B Commercial Driver's License with passenger endorsement
3. Meet the physical examination standards of the federal and state law, administrative rules, and Board policy
4. Is twenty-one years of age or older
5. Minimum safe driving experience as determined by the Board
6. Ability to pass a physical agility test and prove ability to evacuate the bus, including the ability to move students
7. Pass a pre-employment drug test and random drug tests while employed
8. Must not be addicted to the use of intoxicants or narcotics
9. Have an excellent driving record
10. Ability to pass CPR and first aid courses
11. Knowledge of bus passenger safety and effective discipline procedures
12. Sufficient mechanical aptitude to diagnose minor problems and make appropriate repairs
13. Able to maintain passenger discipline to ensure their safety and wellbeing and to protect against vandalism
14. Works well with students, staff, and parents
15. Awareness of and commitment to proper bus maintenance
16. Able to sit and occasionally required to walk or stand
17. Able to grasp tools and occasionally lift or move up the seventy-five pounds
18. Excellent interpersonal and communications skills
19. Maintain confidentiality of staff and students

PRIMARY RESPONSIBILITY TO
Transportation Supervisor

MAJOR DUTIES AND RESPONSIBILITIES

Maintenance and Driving

1. Perform the prescribed pre-trip inspection prior to each trip
2. Notify the transportation supervisor in writing, using approved forms when applicable, of any mechanical malfunctions, safety hazards, or necessary repairs
3. Maintain the cleanliness of the interior and exterior of the bus, paying particular attention to windshields and mirrors
4. Refuel the vehicle
5. Perform light maintenance, such as checking and replacing water, antifreeze, and oil; adding air to the tires; and replacing burned out bulbs as necessary
6. Adhere to established routes, designated bus stops, and the assigned schedule
7. Obey all federal and state law, administrative rules, and Board policy pertaining to traffic regulations and school bus safety
8. Stop at all railroad crossings and check visually and aurally that it is safe to cross before proceeding
9. Report all bus accidents to local school authorities, and reports all accidents and pupil injuries immediately to the building principal and transportation supervisor, and complete required reports
10. If ticketed as a result of an accident or traffic stop by police, pay any fines and court costs and attend any driving safety classes ordered by a judge
11. Refrain from using cell phones while the bus is turned on or in gear, either to receive calls or to make calls
12. Report all information necessary for vehicles violating the "Stop Arm Law"
13. Attend any required training and demonstrate driving proficiency

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Onalaska School District is an equal opportunity employer. We prohibit discrimination based on race, ethnicity, color, religion, creed, national origin, sexual orientation, gender expression, gender identity, homelessness, immigration or citizenship status, marital status, age, families with children, disability, neurodivergence, use of a guide dog or service animal, honorably discharged veteran or military status or any other basis prohibited by law and provides equal access to Boy Scouts or other designated youth groups. This holds true for all district employment and opportunities. Inquiries regarding compliance procedures may be directed to the school district's Civil Rights, Mrs. Brenda Padgett, Superintendent, bpadgett@onysd.wednet.edu, Title IX Coordinator Mrs. Heather Jacoby hjacoby@onysd.wednet.edu, or the school district's 504 Coordinator, Mrs. Ryan Ranger, MS Principal, rranger@onysd.wednet.edu by email or at PO Box 279, 540 Carlisle Ave, Onalaska WA 98570, (360) 978-4111.
AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

Interacting with Students

1. Transport only authorized pupils and ensure that all students have left the bus at the end of the route
2. Abide by all federal and state law, administrative rules, and Board policy when loading and unloading passengers
3. Unload passengers' seat by seat
4. Maintain discipline on the bus and write up students that violate rules
5. Require all students to remain seated when bus is in motion
6. Do not allow students to consume soda, food, or gum on the bus
7. Participate in emergency evacuation drills in accordance with federal and state law, administrative rules, and Board policy and instruct passengers regarding safety regulations and other bus rules

Other

1. Maintain records as assigned by the transportation supervisor
2. Abide by all federal and state law, administrative rules, and Board policy
3. Know and follow school district policy and the chain of command
4. Interact with students, parents, staff, and others in a positive manner
5. Keep immediate supervisor informed of activities and issues that may arise
6. Assume responsibility for his or her continuing professional growth and development through such efforts as attendance at in-services
7. Seek assistance should emergencies arise
8. Represent the school district in a positive manner
9. Know and follow school district policy and chain of command
10. Access to internet, use school provided email, forms filled out electronically, FMX program (accommodations will be made)
11. Perform other duties as assigned

## APPLICATION PROCEDURE:

Per contract Section 7.3 -
The position will be posted for 5 work days internally. Interested applicants will submit in writing their interest in the open position to Tori Griggs. The position will be filled by the most senior driver.
If no interest by present union members the open route will be filled by a new applicant with the recommendation from the transportation director.
External applicants must submit a letter of interest and go through the application process: https://jobs.redroverk12.com/org/2048

Salary: $26.99 DOE +. Medical, dental, vision, retirement, additional supplemental benefits available. Paid sick leave, personal leave, and vacation. More detailed information available on our website.

Opened: July 16, 2026
Closes: Open Until Filled

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