

Arlington School District No. 16
Job Description

JOB TITLE: Bus Driver

CLASSIFICATION:	Classified
LOCATION:	Transportation Department
REPORTS TO:	Transportation Supervisor
SALARY:	Per PSE Schedule A

SUMMARY: Under the supervision of the Transportation Supervisor, the Bus Driver will operate, fuel, and maintain a clean school bus to transport students, and may be required to load and operate other district vehicles.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Operate buses and/or district vehicles in a safe and efficient manner for the purpose of transporting students and/or staff.
- Conduct daily routine school bus vehicle safety inspections for the purpose of identifying safety problems.
- Maintain control over passengers for the purpose of maintaining a safe environment.
- Maintain a fueled and clean bus per district policies and procedures for the purpose of operability.
- Operate radio or similar equipment to communicate with base station or other vehicles.
- May need to put snow chains on tires depending upon road conditions.
- Evacuate bus in an emergency. Be able to evacuate passengers through emergency doors in an efficient and timely manner (25 seconds).
- Attend bus driving training courses and safety meetings for the purpose of maintaining current knowledge on laws and safety issues.
- Cooperate with adult chaperones or activity advisors for the purpose of maintaining safe conditions on special trips.
- Follow Washington State Laws, district policies and procedures and directions of supervisor regarding routes, stops, and operation of vehicle for the purpose of ensuring compliance with same.
- Follow proper reporting procedures and respect confidentiality of student matters.
- Resolve conflict in a proactive, problem-solving manner.
- Communicate a positive image of the employer.
- Other duties may be assigned

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

EDUCATION and/or EXPERIENCE:

High School Diploma or equivalent and successful employment experience driving a school bus.

CERTIFICATES, LICENSES, REGISTRATIONS:

Type I school bus driver authorization with Washington State driver's license with CDL Class B passenger endorsement, air brake restriction lifted.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence, and speak effectively to administration, staff and students.

MATHEMATICAL SKILLS:

Ability to calculate figures and amounts, such as discounts, proportions, percentages and totals and to apply concepts of basic mathematics.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete and abstract variables. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS AND ABILITIES:

- Knowledge of principles, procedures and methods used in operating a school bus
- Knowledge of current laws of the state for operating a school district vehicle
- Knowledge of safe work practices
- Ability to understand and follow oral and written instructions
- Ability to communicate clearly and concisely, both orally and in writing
- Ability to respect confidentiality of student matters
- Ability to meet physical requirements
- Ability to establish and maintain cooperative working relationships with those contacted in the course of work.
- Ability to use computer to access email, websites, and other district network resources

PHYSICAL DEMANDS: *The physical demands 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 duties of this job, the employee is regularly required to walk, stand, perform repeated pushing and pulling movements, and use the hands to handle, finger, or feel objects, tools, or controls. 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 bus. The employee must frequently lift and/or move up to 50 pounds, such as lifting the bus hood. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus. Employee must pass a physical exam every twenty-four months in accordance with the standards established in 49 C.F.R. 391.41 through 391.49, of the Federal Motor Carrier Safety Regulations, and must continue to meet these physical exam requirements during the time between exams.

WORK ENVIRONMENT: *The work environment conditions described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Environmental conditions can include exposure to bus exhaust fumes and exposure to adverse weather conditions. Typically, the noise level in the work environment is moderate to high. The employee has direct responsibility for the safety and well-being of others.

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.

June 2018