

TITLE: Bus Driver

DEPARTMENT: Transportation

REPORTS TO: Director of Transportation

POSITION SUMMARY: The job of a Bus Driver is done for the purpose/s of providing support within the student transportation services area with specific responsibilities for transporting students over scheduled routes and/or to/from special excursions; ensuring vehicle operation is in safe operating condition; and ensuring safety of students during transport, loading and unloading from buses.

ESSENTIAL FUNCTIONS:

- Report to work on time and maintain good attendance.
- Transport students to/from school and school related activities in a safe professional manner.
- Operate all assigned vehicle(s) in a safe, economical and timely manner. Perform pre-trip/post trip inspection of bus daily prior to operation and at the completion of routes. Report any suspected malfunction or needed repair immediately to shop according to district procedures.
- Complete daily bus-report and submit accurate and legible State Ridership Count sheets weekly.
- Keep bus fueled, and cleaned daily and cleaned after each activity trip.
- Must have access to telephone during call hours.
- Comply with all state and school district rules, regulations and policies.
- Follow assigned bus routes.
- Report all route issues and student management issues in accordance with transportation department policies and procedures.
- Attend and successfully complete all training courses as required by the Superintendent of Public Instruction and /or the school district.
- Hold and maintain all required licenses and certificates (WA State CDL B license with (P1), (S) endorsement, and air brake restriction removed; first aid card, DOT Commercial Driver Fitness Determination medical certificate, WA State School Bus Driver's Authorization).
- Possesses knowledge of and adhere to Governing Policies and District Regulations and Procedures.
- Participate in special projects as assigned and perform related duties and key responsibilities consistent with the scope and intent of the position.

EDUCATION: High school diploma or equivalent.

EXPERIENCE: 5 Years of job related experience is desired. Have at least five years of experience as a licensed driver of a passenger vehicle. Good driving record- free of all major violations such as DWI, negligent driving and limited number of minor violations. An acceptable driving record, as defined in WAC 392-144-103 (1, 2).

REQUIRED TESTING: None Specified

CERTIFICATES AND LICENSES:

- Hold a valid driver's license (Class B, CDL License, P,S endorsement, Air Brake Restriction Removed).
- Hold a valid Washington State School Bus Driver's Authorization.
- Hold a current and valid first-aid card.
- Provide verification of holding a current and valid Fitness Determination medical examiner's certificate.

CONTINUING EDUCATION/TRAINING: Successfully complete all classroom and behind the wheel training. Continued recertification requirement for the school bus driver's authorization.

CLEARANCES: Criminal Justice fingerprint/Background Clearance Physically able to meet WAC 392-144-102 (5) (a, b, c, d) requirements (a): Physically able to maneuver and control a school bus under all driving conditions. (b): Physically able to use all hand and/or foot-operated controls and equipment found on state minimum specified school buses. (c) Physically able to perform daily routine school bus vehicle safety inspections and necessary emergency road services. (d): Sufficient strength and agility to move about in a school bus as required to provide assistance to

ISSAQUAH SCHOOL DISTRICT JOB DESCRIPTION

students in evacuating the bus and move from the seated position in the largest bus the driver will be operating and exit through the emergency door, all within 25 seconds.

FLSA STATUS: Non-exempt

BARGAINING UNIT: Washington State Council of County and City Employees Local # 21-1

I have reviewed the job description, been allowed to ask questions, and can perform all job required Essential Functions with or without an accommodation(s).

Name (sign)

Name (print)

Date