



841 NE 22nd Ave., Camas, WA 98607
(360) 335-3000
An Equal Opportunity Employer

PSE OPENING 2011-2012 SCHOOL YEAR

Job: 2011-132
Date: February 13, 2012
Position: Bus Driver – Route 45
Location: Transportation
Schedule: MTThF: 6:57-8:53/2:30-4:21, 4.0 hrs; W: 6:57-8:53/12:55-3:36, 4.7 hrs; School Year Calendar Schedule

Qualifications:

- Minimum high school diploma or equivalent required.
- Must demonstrate appropriate use of written and oral English.
- Prior paid experience preferred.
- CDL Certified.
- First Aid/CPR required.
- Demonstrated rapport with students.
- Must be willing to be flexible and do additional jobs as assigned.
- See attached job description.

Contract: Regular.

Salary: According to PSE Salary Schedule.

Inside Closing: **February 17, 2012**, for applicants from within Camas School District.
Application may be made by submitting a signed letter of interest and a current resume to the Human Resources Department.

Outside Closing Date: Open until filled

Application Procedure:

1. Include a general cover letter of application summarizing your qualifications.
2. Complete a classified employment application form, inserts and materials as required in the application packet, including a resume.
3. Send materials to: Human Resources; Camas School District No. 117; 841 NE 22nd Ave.; Camas, WA 98607.

If the above materials have already been completed and are on file, submit to Human Resources a letter indicating your interest in being considered for this position. If you have questions, you may call between 7:30 a.m. – 4:30 p.m. Monday through Friday at (360) 335-3000.

Every effort is made to ensure that all employment decisions are administered in accordance with the principles of equal opportunity. The Camas School District No. 117 does not discriminate in any programs or activities on the basis of race, color, religion, creed, national origin, age, veteran, or military status, sexual orientation, gender expression of identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. If you have concerns, questions, or complaints about alleged discrimination, you can contact Rita Pakenen, HR Director, Title IX officer at 841 NE 22nd Ave., Camas, WA 98607 or by phone at (360) 335-3000.

All Employees are required to furnish proof of identity and employment authorization status. The Camas School District is committed to providing a drug-free, tobacco-free environment for all persons—students, community and staff. Any offer of employment with Camas School District #117 is on a conditional basis pending the successful completion of a FBI and Washington State Patrol fingerprinting and background check.

Position: Bus Driver

Summary: Under supervision of the Supervisor of Transportation to operate school buses in all types of weather conditions including, but not limited to: fog, hail, sleet, snow, and ice while transporting students to and from school, and on special and extra trips as assigned. School buses shall include, but not be limited to: vans, conventional and transit buses.

- Qualifications:**
1. Minimum high school graduate or equivalent
 2. Possess a valid Washington State Driver's license with a CDL Class B and air brake endorsement
 3. One year experience as a driver of a truck or commercial passenger vehicle or three years experience as a driver of a passenger car
 4. Be able to obtain and maintain a current Washington State School Bus Driver's Authorization
 5. Provide or sign a waiver so the school district may obtain a personal driving abstract before employment and on an annual basis thereafter
 6. Meet and maintain school bus driver requirements set forth in WAC 180-20
 7. Possess a current Washington Industrial Safety and Health Act (WISHA) approved first aid certificate
 8. Meet the physical and mental standards necessary to perform the duties, tasks and responsibilities of a school bus driver

Reports to: Director of Maintenance and Transportation

Tasks

1. Drive school bus on regularly scheduled routes, field trips, activity trips, other approved district trips.

TECHNIQUE	Professional safe driving
TOOLS/EQUIPMENT NECESSARY	School Bus Washington State CDL with Class B and air brake endorsement and Washington School Bus Authorization
FREQUENCY	Daily
PHYSICAL/MENTAL DEMANDS	Emotional Stability Pass Physical requirements according to D.O.T. and WAC 180-20

2. Maintain Commercial Washington State Drivers license with Class B and air brake endorsement.

TECHNIQUE	Pass CDL
TOOLS/EQUIPMENT NECESSARY	Studying CDL manual, good driving record
FREQUENCY	Before driving and as needed
PHYSICAL/MENTAL DEMANDS	Ability to pass test

3. Maintain Washington State School Bus Driver Authorization.

TECHNIQUE	Doctors physical, in-service training, First Aid card
TOOLS/EQUIPMENT NECESSARY	Classes, training
FREQUENCY	As needed
PHYSICAL/MENTAL DEMANDS	Ability to read and write the English language and pass test when applicable

4. Maintain School Bus Driver requirements set forth in WAC 180-20.

TECHNIQUE	Reading
TOOLS/EQUIPMENT NECESSARY	WAC 180-20
FREQUENCY	As necessary
PHYSICAL/MENTAL DEMANDS	Physical and emotional stability

5. Complete forms, records, time sheets.

TECHNIQUE	Accurate math, reading, writing, map reading
TOOLS/EQUIPMENT NECESSARY	Forms, maps, and route books
FREQUENCY	Daily
PHYSICAL/MENTAL DEMANDS	Ability to read and write, pass test, function with minimum errors

6. Maintain schedules and route book.

TECHNIQUE	Routine
TOOLS/EQUIPMENT NECESSARY	Clock, route book, red pen
FREQUENCY	Daily
PHYSICAL/MENTAL DEMANDS	Ability to read, read a map, tell time, and write

7. Ability to perform in an emergency situation.

TECHNIQUE	Use of equipment
TOOLS/EQUIPMENT NECESSARY	Fire extinguishers, warning signs, snow chains, sanders, First Aid equipment
FREQUENCY	As needed
PHYSICAL/MENTAL DEMANDS	Sufficient strength and agility to move at an efficient pace and assist students

8. Maintains fair and equal discipline.

TECHNIQUE	Discipline and positive reinforcement; following district procedures
TOOLS/EQUIPMENT NECESSARY	Tolerance, good communication skills with students and administrators
FREQUENCY	At all times
PHYSICAL/MENTAL DEMANDS	Emotional stability, ability to understand the needs of all students and driver

9. Fill fuel tank.

TECHNIQUE	Dispense fuel
TOOLS/EQUIPMENT NECESSARY	Fuel card
FREQUENCY	As needed
PHYSICAL/MENTAL DEMANDS	Ability to unlock, fuel, dispense fuel

10. Ability to do pre-trip inspections.

TECHNIQUE	Routine.
TOOLS/EQUIPMENT NECESSARY	Flashlight, rag, hammer, keys
FREQUENCY	Daily before routes
PHYSICAL/MENTAL DEMANDS	Agility, knowledge of what to check, bending, reaching, moving at an efficient pace

11. Pick up and remove paper and waste inside school bus.

TECHNIQUE	Sweeping, collecting, consolidation
TOOLS/EQUIPMENT NECESSARY	Trash can, broom, dust pan
FREQUENCY	Daily
PHYSICAL/MENTAL DEMANDS	Bending, reaching, moving at an efficient pace

12. Clean windows inside and out.

TECHNIQUE	Washing, spraying, scrubbing, polishing
TOOLS/EQUIPMENT NECESSARY	Clean cloths, cleaning and polishing solutions
FREQUENCY	As needed
PHYSICAL/MENTAL DEMANDS	Same as above

13. Clean bus interior wall, floor, etc., to include "sick type" accidents.

TECHNIQUE	Washing interior panels, scrubbing, daubing, whisking, packing of disposal waste
TOOLS/EQUIPMENT NECESSARY	Cleaning solutions, cloths, whisk brooms, rubber gloves; hazardous waste disposal kit, mop and bucket
FREQUENCY	As needed
PHYSICAL/MENTAL DEMANDS	Same as above

14. Builds good public relations.

TECHNIQUE	Telephone and meetings
TOOLS/EQUIPMENT NECESSARY	Good communication skills, ability to relate to parents and patrons
FREQUENCY	Daily
PHYSICAL/MENTAL DEMANDS	Emotional stability, ability to understand the needs of other adults

Additional Functions:

1. Ability to operate hand and foot controls installed in school buses as required by Washington State (minimum) School Bus Authorization
2. Ability to perform basic first aid, including CPR
3. Sufficient strength and agility to assist well and/or physically impaired students to enter or exit a school bus through the passenger service door; Sufficient strength and agility to move about in an overturned bus as required to provide assistance to students in evacuating the bus
4. Ability to learn the provisions applicable to the operation of vehicles in transportation of school children
5. Ability to maintain a driving record free of chargeable accidents or traffic violations
6. Ability to read and interpret road maps and street guides
7. Ability to keep accurate records
8. Ability to understand and follow oral and written instructions and to understand and apply rules, regulations, procedures and policies
9. Ability to be punctual and dependable
10. Note mechanical condition of vehicle and report any problems to supervisor.
11. Participate in bus driver training courses established by the State Superintendent of Public Instruction and/or the school district.

Successful Performance Requires:

1. Ability to understand and carry out oral and written directions
2. Able to read, write reports, and communicate orally in the English language
3. Have neat and legible handwriting
4. Ability to establish and maintain cooperative relations with other employees, students, and the public. The ability to work harmoniously with fellow employees is essential.
5. Dependability, loyalty, honesty, integrity, and emotional stability
6. Neat and pleasant appearance