

# OLYMPIA SCHOOL DISTRICT NO. 111

## Job Category: Teamsters

**Posting Dates: September 12 - 18, 2017**

The Olympia School District Human Resources Office is now accepting applications from current employees for the following positions. Interested employees may submit a transfer request by calling the District Human Resources Office at 596-6185 prior to the deadline date.

<b>Position</b>	<b>Hours/FTE</b>	<b>Location</b>
<b>Bus Driver – RT 11</b>	<b>5.58 hpd/Continuing</b>	<b>Transportation</b>

Salary: Teamsters Salary Schedule \$17.36 - \$19.44 per hour

**Job Purpose Statement/s:** The job of "School Bus Driver" is done for the purpose/s of transporting students over scheduled routes and/or special excursions; enforcing rules, regulations, and laws to maintain safety during transport; ensuring vehicle is in a safe operating condition; and ensuring safety of students during transport, loading and unloading from buses.

### Essential Job Functions:

- \* **Assesses** potential emergency situations for the purpose of taking appropriate action to protect the well being of passengers.
- \* **Assists** students and other passengers for the purpose of providing safe ingress and egress from buses including both emergency situations and normal transport.
- \* **Attends** training for the purpose of maintaining skills and meeting requirements for school bus certificate.
- \* **Cleans** assigned vehicles, both interior/exterior, for the purpose of maintaining appearance, sanitation and safety of vehicle.
- \* **Directs** students regarding safety for the purpose of enforcing rules, regulations, laws and safety.
- \* **Drives** schools buses and/or vans for the purpose of transporting students over scheduled routes and/or special excursions.
- \* **Informs** school personnel of practices and incidents (e.g. rules, regulations, laws, procedures) for the purpose of providing information for follow up action and/or proper procedures.
- \* **Inspects** assigned vehicles (i.e. brake system, oil levels, coolant, tire pressure, exterior condition, etc.) for the purpose of ensuring that the vehicle is in a safe operating condition.
- \* **Prepares** documentation for the purpose of providing written support and/or conveying information.

### Other Job Functions:

- \* **Assists** other personnel as may be required for the purpose of supporting them in the completion of their work activities.

- \* **Fuels** assigned vehicle for the purpose of maintaining vehicle in a safe operating condition.

**Job Requirements - Qualifications:**

- \* **Experience Required:** Job related experience.

- \* **Skills, Knowledge and/or Abilities Required:**

*Skills* to operate school buses and vans in a safe manner, communicate effectively, evaluate schedules and meet deadlines, plan and organize activities, administer first aid.

*Knowledge* of vehicle operation, basic maintenance requirements and driving codes.

*Abilities* to sit for prolonged periods, understand and carry out oral and written instructions, work independently, make common sense decisions in potentially critical situations. Significant physical abilities include climbing/balancing, reaching/handling, talking/hearing conversations, near/far visual acuity/depth perception/visual accommodation.

- \* **Education Required:** High School diploma or equivalent.

- \* **Licenses, Certifications, Bonding, and/or Testing Required:** Valid Class Driver's License and evidence of insurability, School Bus Driver's Certificate, Criminal Justice Fingerprint Clearance, Drug Testing Clearance, First Aid Certificate.

**Equal Employment Opportunity:** The Olympia School District No. 111, does not discriminate on the basis of age, race, creed, color or national origin, gender, marital status, or non-job related physical, sensory or mental handicap in its educational programs, activities, employment procedures and personnel practices as required by state and federal laws. Experience and expertise in working with individuals from diverse backgrounds are desirable in applicants for all district positions. Inquiries or complaints regarding compliance with these laws should be directed to Affirmative Action Officer, Scott Niemann, Olympia School District No. 111, 1113 Legion Way S.E., Olympia, Washington 98501 (360) 596-6185. Complaint forms are available from the Affirmative Action Officer for concerns in the regulated areas of Affirmative Action, Title IX (Education Amendments of 1972) and Section 504 (Vocational Rehabilitation Act of 1973).

The Olympia School District will provide reasonable Accommodations to enable persons with disabilities the opportunity to apply for open positions and to participate in District interview procedures. Persons with disabilities or are in need of translation services are asked to notify the Human Resources Office at least three days prior to the date on which the requested accommodation is needed. Human Resources Officer: Voice: (360) 596-6185 or TDD: (360) 596-7537 or FAX: 360-596-6181.