

WAHAKIACUM SCHOOL DISTRICT NO 200
JOB DESCRIPTION - BUS DRIVER

POSTED: 22 July 2024

CLOSES: Upon Selection of Qualified Candidate

TERMS OF EMPLOYMENT

Hours: TBD
Pay: \$27.11 per hour
Benefits: Medical, Dental, Vision, Life, AD&D, LTD
(must meet minimum SEBB annual hours), and Retirement
Supervisor: Transportation Supervisor
Start Date: 2024-25 School Year

3. Must be able to stoop, kneel, reach, walk, grasp, pull, and lift.
4. Must be able to hear within the normal hearing range, with or without correction.

APPLICATION PROCEDURE:

District employees need to submit a letter of interest and an updated resume. Employee candidates applying for a district position who are not currently employed by the district must submit a completed Employee Application and Background Check Form (available on website or at the front office), a letter of interest and a resume. Only application packets that are fully completed will be considered.

QUALIFICATIONS:

1. Must satisfactorily complete the Washington State school bus driver's training course and must have a valid Washington State school bus driver's certificate.
2. Must have a First Aid/CPR card.
3. Such additional health and other requirements as the state and Wahkiakum School District may require.
4. Must have a proven record of regular attendance.
5. Must be able to read with understanding.
6. Successfully complete a criminal history and fingerprint check through the Washington State Patrol and FBI.

The Wahkiakum School District is a Drug & Tobacco Free workplace.

Immigration Reform and Control Act Requirement: New employees will be required to complete an INS 1-9 form and must provide proof of employment eligibility.

ESSENTIAL JOB FUNCTIONS:

1. Check the bus before each operation for mechanical defects and report failure to the proper person.
2. Obey all traffic laws.
3. Observe all safety regulations for school bus drivers.
4. Maintain discipline while students are on the bus, displaying good interpersonal and disciplinary skills.
5. Flexible and adaptable to change and interruption.
6. Empathetic to and aware of the needs of special education students.
7. Assist students on and off buses, including use of motorized equipment to do so.
8. Keep to the assigned schedule.
9. Keep the assigned bus clean.
10. Discharge students only at authorized bus stops.
11. Report all undisciplined students to the proper authority.
12. Report all accidents and complete required reports.
13. Able to work at strenuous labor for assigned work shifts.
14. Attend building/department staff meetings and inservice workshops as requested.
15. Maintain district assigned email account; read and respond to messages regularly.
16. Must be willing to have schedule, duties, and hours reassigned as enrollment and program changes occur.
17. Accept responsibility for assignments and outcomes.
18. Work cooperatively with other staff; maintain positive, respectful relationships and engagements.
19. Maintain regular attendance.
20. Other duties as assigned.

Disclosure Statement and Background Check: Pursuant to RCW 43.43.830 through RCW 43.43.840, new employees will be required to complete a disclosure form indicating any convictions of crimes against persons as listed in the law. In addition, a background check based on fingerprints will be requested from the Washington State Patrol and the Federal Bureau of Investigation.

Job Sharing: Pursuant to RCW 28A.405.070, the district will accept applications from individuals wishing to share a position.

NOTICE OF NONDISCRIMINATION

Wahkiakum School District is an Equal Opportunity district in education programs, activities, services, and employment. Wahkiakum School District does not discriminate on the basis of sex, race, creed, religion, color, national origin, age, veteran, or military status, sexual orientation, gender expression or identity, genetic information, disability, or the use of a trained dog guide or service animal. We provide equal access to the Boy Scouts of America and other designated youth groups. We also comply with Section 504 of the Rehabilitation Act of 1973, Section 402 of the Vietnam Era Veterans Readjustment Act of 1974, the Americans with Disabilities Act of 1990, the Civil Rights Act of 1964, the Age Discrimination in Employment Act, Older Worker Protection Act, and all other state, federal, and local equal opportunity laws. If you have a physical or mental disability that causes you to need assistance to access school facilities, programs, or services, please notify the school principal. This district endeavors to maintain an atmosphere free from discrimination and harassment. Any person who believes he or she has been discriminated against should contact the following district employees, located at 500 S 3rd St, Cathlamet, WA 98612, who have been designated to handle questions and complaints of alleged discrimination:

WORKING CONDITIONS / PHYSICAL REQUIREMENTS:

1. Physically able to assist disabled students, including lifting children weighing up to 80 pounds.
2. Must be able to perform repetitive motions such as twisting, grasping, reaching, etc.

Title IX Coordinator, Section 504/ADA Coordinator, Civil Rights Compliance Coordinator
Patti Phillips, HR
(360)795-3971
pPhillips@wahksd.k12.wa.us