

Employment Opportunity

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Notice Of Vacancy

Position: Bus Driver Substitute

Status: On-Call

Salary: \$24.45 per hour (starting salary)

Posted Date: October 27, 2022

Starting Date: November 15, 2022 (anticipated)

Location: Educational Service District 105
33 South Second Avenue, Yakima, WA 98902

Job Description and Qualifications: See below

Application Procedure – Applicants apply through the ESD 105 Fast Track on-line application system at www.esd105.org under the Human Resources link, and ESD 105 Job Opportunities.

Deadline to apply: Open Until Filled

Immigration Reform and Control Act Requirement: The recommended applicant, if not a current regular employee, will be required to complete an INS 1-9 form and must provide proof of employment eligibility.

Background Check: All new employees who will have unsupervised access to children must complete a satisfactory fingerprint check with the Washington State Patrol and the FBI. All employment is considered temporary until receipt of the satisfactory background check.

Employment: ESD 105 shall provide equal employment opportunity and treatment for all applicants and staff in recruitment, hiring, retention, assignment, transfer, promotion, and training. Such equal employment opportunity shall be provided without discrimination with respect to race, creed, religion, color, national origin, age, honorably-discharged veteran or military status, sex, sexual orientation including gender expression or identity, marital status, the presence of any sensory, mental or physical disability, or the use of a trained dog guide or service animal by a person with a disability. Domestic partners registered with the state of Washington will be offered the same rights/benefits as spouses to the extent that treatment is not in conflict with state or federal law. Inquiries regarding compliance procedures may be directed to the ESD's Title IX/RCW28A.640 Officer and Section 504/ADA Coordinator, Veronica Naranjo, Human Resources Director, 33 So. Second Ave., Yakima, WA (509) 454-2858

ESD 105 is an Equal Opportunity Employer

POSITION DESCRIPTION

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| Job Title: Bus Driver Substitute | Directly Responsible To: Transportation Director |
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The job of school bus driver is done for the purposes of transporting students following designated routes and to or from special excursions; ensuring vehicle operation is in safe operating condition; and ensuring safety of students during transport, loading and unloading from buses.

Essential Job Functions:

- A. Drives school bus and transports passengers following scheduled routes to and from school and/or field trips in a safe and timely manner.
- B. Assists students and other passengers in safe loading and unloading from buses including both emergency situations and normal transport.
- C. Cleans assigned vehicles (e.g. windows, floor, seats, dashboards, etc.) and ensures safety, appearance, and sanitation of vehicle.
- D. Conducts emergency evacuation drills ensuring efficiency of procedures and compliance with mandated requirements.
- E. Performs pre-trip and post-trip inspections (e.g. fluid levels, tire pressure, exterior condition, mirrors, first aid kits, fire extinguishers, emergency doors, lights, test brakes, horn, snow chains/drop down, etc.) in accordance with mandated guidelines.
- F. Prepares documents and reports (e.g. daily trip log, incident reports, inspection records, passenger misconduct, mileage logs, student counts, routing information, etc.).
- G. Supervises students and other passengers during transit.
- H. Advises students and other passengers of appropriate behavior.
- I. Assesses incidents, complaints, accidents and/or potential emergency situations and resolves and/or refers to appropriate personnel for resolution.
- J. Attends meetings, classroom and behind the wheel training, safety meeting, etc. for the purpose of maintaining skills and meeting the certificate requirement/s of a school bus driver.
- K. Reports observations and/or incidents (e.g. discipline, inappropriate social behavior, etc.).
- L. Responds to inquiries (e.g. students, parents, other school personnel, etc.).

Other Job Functions:

- A. Perform other related duties as assigned.

Qualifications:

Required Education and Experience:

- 1. High School graduation or equivalent.
- 2. Five (5) years of experience as a licensed driver of passenger vehicle.
- 3. Valid Washington State Commercial Driver's License Minimum Type C with passenger/school bus endorsements.
- 4. CPR/First Aid Certificate

5. Will be required to provide a satisfactory Driver's Abstract showing professional and personal driving record. **Applicants who have been convicted of driving while intoxicated, reckless driving, negligent driving or hit and run driving will not be considered for employment.**
6. DOT medical examiners certificate or ability to obtain
7. Pre-employment and random drug testing is required
8. Successful Washington State Patrol check/ FBI fingerprint Clearance Report and Disclosure Statement in accordance with state law.

Required Skills, Knowledge, and/or Abilities:

1. Ability to operate a bus under normal or abnormal conditions.
2. Ability to adhere to safety practices; operate equipment used in transporting students i.e. large and small buses, vans, etc.
3. Ability to prepare and maintain accurate records.
4. Ability to communicate clearly, both orally and in writing while maintaining a positive attitude and a commitment to task accomplishment.
5. Ability to establish and maintain professional and positive working relationships with students, parents, staff and the public.
6. Ability to work with limited supervision and meet necessary timelines.
7. Ability to work a flexible schedule.

Physical Demands

The usual and customary methods of performing the job's functions require the following conditions:

- **Significant:** (i.e. sitting, talking, hearing, walking, vision, color vision, peripheral/depth perception, ability to adjust focus, grasping, handling paperwork, repetitive motion, use of personal computer, looking at a computer monitor, lifting up to 10 pounds)
- **Frequent:** (i.e. standing, bending, carrying, driving, use of phone, use of copy machine)
- **Occasional:** (i.e. lifting over 10 pounds up to 45 pounds, reaching above the shoulder, use of fax machine)

Significant - Occupation requires this activity more than 66% of time (5.5+ hrs/day)
Frequent - Occupation requires this activity from 33% to 66% of time (2.5 to 5.5+ hrs/day)
Occasional - Occupation requires this activity up to 33% of time (0 to 2.5+ hrs/day)

The statements contained in this job description reflect general details as necessary to describe the essential functions of this position, the level of knowledge and skill typically required, the scope of responsibilities, and the physical demands, but should not be considered an all-inclusive listing of the work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload. Changes to the position description may be made at the discretion of the employer.