



David Douglas School District #40

Classified Job Description

SCHOOL BUS RELIEF DRIVER

Schedule: 6 hours per day / 9 months per year
Class: 14

POSITION PURPOSE

To perform specialized and relief bus driving activities in the Transportation Department to include the transport of students safely to and from school, special trips for student activities or field trips and/or for special needs students. This position is distinguished from Bus Driver (Regular of Special Needs) by the ability to know all bus routes and drive in relief of any bus driver with little advance notice per assignment(s) by management.

This position is not available for bid nor is this position able to bid on route during the bidding process.

NATURE AND SCOPE OF RESPONSIBILITIES

- To act as a substitute driver for Full-time Bus Drivers when necessary for purposes of vacation fill-in, sick time, etc.
- Must be willing to drive any route, regardless of Special Education or a regular route.
- Operate school buses to transport students to and from school on regular daily runs, special activities and field trips both within and outside the district. The work requires the exercise of sound judgment in driving in varying weather conditions, on all types of roads, and in changing traffic situations.
- Ability to follow route sheets issued by the Transportation Office and manage multiple pickup and drop off points.
- Ability to maintain student discipline on the bus and write referrals on students as needed.
- Maintains records, such as student counts and bus mileage.
- Completes vehicle inspections and pre-trip inspections daily, fuel the bus and contact the bus garage when repairs are needed.
- Attends monthly driver's meetings to discuss changes and concerns.
- Attends district meetings with Kindergarten parents advising on procedures used by the district.
- Conducts training for students in proper procedures for evacuating the bus.
- Have the ability to perform light maintenance work on bus or within Transportation department as needed such as repairing seats, replacing light bulbs and replenishing First-Aid kits.
- Must be flexible and adjust to variables in normal working schedule being modified on a consistent basis.
- Perform other duties, as assigned.

QUALIFICATIONS

- Valid Oregon Commercial Driver's License with applicable endorsements must be maintained.
- Valid Oregon Department of Education School Bus Driver's Certificate.
- Must hold a valid First-Aid Card (Certificate for First Aid will be provided during training).
- Three years' experience as a school bus driver.
- Must meet Oregon continuing education requirement and attend a variety of training classes with a minimum of 8 hours each year.
- Thorough knowledge of Federal, State, and District transportation policies and procedures.
- Thorough knowledge of geographic regions, school locations, district bus routes, and equipment.
- Thorough knowledge of operation and capabilities of district buses and bus equipment.
- Knowledge and ability to effectively and successfully drive special needs routes.
- Ability to drive safely under pressure of time constraints, student misbehavior, hazardous road conditions, and traffic demands.
- Excellent student management techniques and ability to control large groups of students.
- Ability to follow oral and written directions; to maintain the confidentiality of sensitive and confidential information related to personnel and students, and to work with limited supervision.
- Ability to represent the district objectives of cooperation, courtesy, and responsibility with other employees, students, and the general public.
- Ability to work harmoniously with others and to communicate effectively (both verbally and in writing) with district personnel, students and parents.
- Demonstrated ability to establish and maintain high profile, influential, and collaborative working relationships across teams, functions and layers with District staff and the general public.
- Self-starter.
- Ability to exercise confidentiality, tact, diplomacy and independent judgment in performance of duties.
- Excellent attendance, punctuality, work ethic and pride in job performance essential.
- Ability to communicate effectively with supervisor.

ESSENTIAL PHYSICAL REQUIREMENTS

Must be in good physical condition and able to meet all of Oregon Department of Education requirements such as listed below but not limited to. Must drive a variety of school buses. Able to lift and move children off bus, e.g. when injured, sick or disabled. Able to observe and restrain unruly students. Meet visual, hearing and physical requirements to qualify for an Oregon Drivers License and an Education School Bus Drivers Certificate. May not have impediments or conditions which would interfere with safe driving. Qualify for a School Bus Driver Medical Certificate. Able to climb on bus to check fluid levels and fuel bus; able to exit from rear of bus in an emergency (42" off the ground)

Note: The Oregon Pupil Transportation Manual contains OAR 581-053-0006 with a more detailed description of the physical requirements for bus drivers and the conditions with which they must be able to contend. It further states that. *"In cases of serious illness, injury or change in physical or mental condition which may impair ability to fulfill the duties and responsibilities of a school bus driver as required in OAR 581-053-0015 and those described in this rule, re-examination and medical approval are required prior to resumption of driving."*

It is DDSD practice that drivers returning from a serious illness or medical leave and all new hires will be required to undergo, and pass fitness for duty testing administered by a licensed DDSD Behind the Wheel Trainer and/or a licensed medical facility selected by the District. Tests will include:

1. 125 pound body drag: Requires ability to drag 30 feet in 30 seconds.
2. Climb and descend three steps with a maximum step height of 17-1/2 inches.
3. Exit bus emergency exit that is at least 42 inches off the ground in 10 seconds.
4. Simulation of opening emergency exit door on the roof of the bus.

The David Douglas School District welcomes applications from candidates that expand the District's diversity.

David Douglas School District Drug Testing and Criminal Background check

Per district policy all offers of employment shall be contingent upon the successful passing of a district required drug test and criminal background check. David Douglas School District's Human Resources will designate where and when the testing will be conducted. The offer of employment will be withdrawn from candidates who test positive for drugs.