



## David Douglas School District #40

### Classified - Job Description

#### **TYPE 10 CLASS C DRIVER - CERTIFIED**

Schedule: 4 hours per day / 9 months per year  
Class: 10

#### **POSITION PURPOSE**

Under general supervision, drive a type 10 passenger vehicle to transport students safely and efficiently to locations along designated routes. Perform daily safety inspections, prepare a variety of records and reports related to assigned activities and perform other related duties as assigned.

#### **NATURE AND SCOPE OF RESPONSIBILITIES**

- Drive a type 10 passenger vehicle to transport students safely and efficiently to and from school along designated routes.
- Pick up and drop off passengers in accordance with specified time schedules and observe legal and defensive driving practices.
- Maintain order and discipline among passengers on type 10 passenger vehicle while loading and unloading in accordance with applicable District policies.
- Prepare unsatisfactory student conduct reports when necessary.
- Drive type 10 passenger vehicle in varying types of weather conditions using safety equipment as necessary including installing and removing snow tire chains.
- Determine appropriate action in emergency situations according to established guidelines.
- Complete a thorough vehicle inspection and pre-trip daily of type 10 passenger vehicle.
- Fuel type 10 passenger vehicle and contact the bus garage when repairs are needed.
- Maintain assigned type 10 passenger vehicle in a clean and safe operating condition including but not limited to: Wash, sweep and clean type 10 passenger vehicle. Check fluid levels, refuel and prepare type 10 passenger vehicle for operation.
- Contact appropriate emergency personnel, administer first aid to passengers as needed and prepare accident and incident reports as needed.
- Conduct practice type 10 passenger vehicle evacuations as required which includes providing type 10 passenger vehicle evacuation and safety instructions to students and staff in accordance with established guidelines.
- Maintain a variety of records and reports related to assigned activities and passengers including mileage reports, student seating charts, timesheets, trip sheets and similar documents.
- Assist special needs students with a variety of equipment such as wheelchairs, safety vests, oxygen tanks, and other physical assistance items.
- Report student issues, specifically regarding student safety, physical concerns such as seizures, and other related special needs issues to protect the well-being of students and passengers.
- Attend monthly driver's meetings to discuss changes and concerns.
- On occasion, attend district meetings with parents and advise on procedures used by the district.
- Perform other duties, as assigned

#### **QUALIFICATIONS**

- Equivalent to graduation from high school, and
- Possession of a valid driver's license and a current Oregon Type 10 Passenger Driver Certification or ability to obtain an Oregon Type 10 Passenger Driver Certification with 2 weeks of hire are required.
  - District will provide training through ODE for the type 10 Passenger Driver Certification.
- Clean driving record which is free from incidents for at least 3 years.

## **TYPE 10 CLASS C DRIVER - CERTIFIED** page 2

### Knowledge of:

- Safe and defensive driving practices.
- Proper operation of type 10 passenger vehicles
- Applicable traffic and student transportation laws, codes and regulations.
- First aid procedures.
- Proper operation of a two-way radio.
- Basic maintenance requirements of type 10 passenger vehicles
- Basic record-keeping and report preparation techniques.
- Interpersonal skills using tact, patience and courtesy.
- Health and safety regulations.
- Oral and written communication skills.
- General safety regulations and techniques.
- Motor vehicle specifications, types and uses.
- Techniques and principles of high-quality customer service.

### Ability to:

- Drive a type 10 passenger vehicle safely and efficiently along a designated route.
- Observe legal and defensive driving practices.
- Maintain assigned type 10 passenger vehicle in a clean and proper working condition.
- Maintain a safe discipline level among passengers.
- Learn and apply District policies and procedures related to student discipline.
- Conduct required safety inspections.
- Relate positively to children and adults.
- Establish and maintain effective relationships with those contacted in the course of work.
- Deliver a high-level of customer service to district stakeholders.
- Hold a valid First Aide Card and administer first aid.
- Maintain routine records and reports.
- Determine appropriate action within clearly defined guidelines.
- Work independently with little direction.
- Communicate effectively and appropriately both orally and in writing with students, parents, and staff.
- Operate direction finding and mapping technologies.
- Establish and maintain cooperative and effective working relationships with others.
- Meet schedules and timelines.
- Operate a two-way radio.
- Read and interpret technology-generated and traditional maps, route sheets, and directions.

## **ESSENTIAL PHYSICAL REQUIREMENTS**

- Sitting for extended periods of time.
- Climb and descend steps.
- Operate two hand and two foot controls simultaneously and quickly.
- Lift and move children into and out of a vehicle.
- Have a reaction time of  $\frac{3}{4}$  a second or less from the throttle to the brake control.
- Meet visual and hearing requirements to qualify for an Oregon Driver's License.
- Carry or drag a 125 pound person 30 feet in 30 seconds or less.
- Depress a type 10 passenger vehicle brake pedal with the foot to a pressure of a least 90 pounds and depress a clutch pedal with the foot to a pressure of a least 40 pounds (unless operating an automatic transmission).
- Bending, crouching, stooping and walking to conduct safety inspection of vehicles.
- Hearing and speaking to exchange information in person and on the telephone.
- Seeing to read a variety of technology route maps, materials and inspect vehicles for damage and safety deficiencies.
- Mental acuity to concentrate while performing driving duties and to maintain order with type 10 passenger vehicle passengers.

**SPECIAL REQUIREMENTS**

- Employees are required to maintain a valid driver's license and Type 10 passenger vehicle Driver Certificate issued by the State of Oregon throughout the course of, and as a condition of continued employment.
- Candidates for this classification will be required to obtain and submit, at their own expense, a current motor vehicle driving record at the time of appointment. For the purpose of insurability and district liability, employees must meet and maintain the District's safe driving standard throughout the course of employment.

**WORK ENVIRONMENT**

Driving a type 10 passenger vehicle on public roads and highways, frequently during times of heavy traffic and exposure to cold and hot weather conditions.

**Note:** The Oregon Pupil Transportation Manual contains OAR 581-053-0006 with a more detailed description of the physical requirements for bus drivers. 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 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 lb. 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.**

Multi-Cultural preferred. Bi-Lingual candidate preferred.

**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.