

## Bus Driver

### **Purpose Statement**

The job of Bus Driver is done for the purpose/s of transporting students over scheduled routes and/or to/from special excursions; ensuring vehicle operation is in safe operating condition; and ensuring safety of students during transport, loading and unloading from buses.

This job reports to Transportation Supervisor

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**Application Due:** In district September 7, 2018; out of district September 14, 2018; open until filled

**Anticipated Hire:**

**Salary Range:** \$22.04 to \$22.04      **Working Days:** 5      **Hours Per Day:**

**Position Location:** Transportation

### **Application Procedure**

In district employees must submit letter of interest to the Grandview School District Office at 913 West Second Street, Grandview WA 98930 or to [fledesma@gsd200.org](mailto:fledesma@gsd200.org). Out of district employees must submit a letter of interest and have on file or complete a District Application, along with a resume', verification of High School/GED or Advanced Degree, and three letters of recommendation to the Grandview School District Office at 913 West Second Street, Grandview WA 98930. Open to in and out of district applicants. Classified applications are available online at [www.gsd200.org](http://www.gsd200.org) or at the District office (509) 882-8500.

### **Selection Process**

Position Requirements: CDL Class B (training is provided), DOT Medical Physical, 21 years of age, Diploma or GED, Copy of Driving Abstract and clear driving record. Preschool a.m. & p.m. routes. Up to 3 hrs. per day. 3 positions available, 1 at each elementary school. PSE bargained position.

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**For more information contact:** Faviola Ledesma      Reference Control Number: 08/31/18

Phone: 509-882-8500      Fax: 509-882-2029

Email: [fledesma@gsd200.org](mailto:fledesma@gsd200.org)

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### **Essential Functions**

- Advises students and other passengers of appropriate behavior for the purpose of reinforcing regulations and maintaining passenger safety.
- Assesses incidents, complaints, accidents and/or potential emergency situations for the purpose of resolving and/or referring to appropriate personnel for resolution.
- Assists students and other passengers for the purpose of providing safe loading and unloading from buses including both emergency situations and normal transport.
- Attends meetings, classroom & behind the wheel training, safety meeting, etc. for the purpose of maintaining skills and meeting the certificate requirement/s of a school bus driver.
- Cleans assigned vehicles (e.g. windows, floor, seats, dashboards, etc.) for the purpose of ensuring safety, appearance, and sanitation of vehicle.
- Conducts emergency evacuation drills for the purpose of ensuring efficiency of procedures and complying with mandated requirements.

- Drives school bus/s for the purpose of transporting passengers over scheduled routes to and from school and/or field trips in a safe and timely manner.
- 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, etc.) for the purpose of ensuring the safe operating condition of the vehicle and complying with mandated guidelines.
- Prepares documents and reports (e.g. trips reports, incident reports, inspections records, passenger misconduct, mileage logs, student counts, routing information, etc.) for the purpose of providing written support and/or conveying information.
- Reports observations and/or incidents (e.g. discipline, inappropriate social behavior, etc.) for the purpose of communicating information to appropriate personnel.
- Responds to inquiries (e.g. students, parents, other school personnel, etc.) for the purpose of providing information and/or direction.
- Supervises students and other passengers during transit for the purpose of maintaining safety and following district policy.

**Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

**Job Requirements:**

**Experience:** Job related experience is desired.

**Education:** High school diploma or equivalent.

**Equivalency:**

**Required Testing:**

Pre-employment Physical Alcohol and Drug Test

**Certificates and Licenses**

Bus Driver's Certificate □ CPR/First Aid Certificate  
CDL Class B

**Continuing Educ. / Training:**

**Clearances**

Criminal Justice Fingerprint/Background Clearance  
Driving Abstract

**FLSA Status**

Non Exempt

**Salary Grade**

***The following policies have been adopted and are reflected in our employment practices:***

Grandview School District does not discriminate in any programs or activities, to include employment, on the basis of sex, race, creed, color, religion, national origin, age, honorably discharged veteran or military status, sexual orientation including gender expression or identity, the presence of sensory, mental or physical disability, or the use of a trained dog guide or service animal by a person with a disability. The Grandview School District provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies: Shawnta DiFalco, Director of Special Programs and Title IX/Civil Rights/ADA/504 Compliance Coordinator, 913 W. 2nd Street, Grandview, WA, 98930, (509)882-8507, [smdifalco@gsd200.org](mailto:smdifalco@gsd200.org).