



Bus Driver

Reports to:	Director of Transportation	Bargaining Unit:	PSE-Bus Drivers
Salary Schedule:	Schedule A	EEO Class:	Level 7
FLSA Status:	Hourly	Revised Date:	April 2011

Summary:

The School Bus Driver provides a clean, safe and reliable transportation and ensures that students enjoy the full advantage of school district programs and activities.

Essential Duties and Responsibilities:

- Transport students to and from school and school-related activities in a safe manner.
- Appropriately operate all vehicles and equipment in fleet.
- Communicate effectively with members of the school district and community.
- Handle bus and students in adverse weather conditions.
- Ability to relate well to students and with special needs students.
- Inspect bus prior to and after each route or activity trip and file inspection forms with the Director of Transportation.
- Maintain bus in clean condition and inform the Director of Transportation of any routine maintenance or repairs required.
- Adhere to district health and safety policies.
- Other duties as assigned.

Competencies: To perform the job successfully, an individual should demonstrate the following competencies.

Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well with group problem solving situations; Uses reason even when dealing with emotional topics.

Technical Skills - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.

Customer Service - Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance; Meets commitments.

Interpersonal Skills - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.

Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

Teamwork - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.

Quality Management - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.

Diversity - Demonstrates knowledge of EEO policy; Shows respect and sensitivity for cultural differences; educates others on the value of diversity; promotes a harassment-free environment; Builds a diverse workforce.

Ethics - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity.

Judgement - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

Motivation - Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence; Takes calculated risks to accomplish goals.

Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

Working Conditions and Physical Demands:

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to; stand, walk, use hands to fingers, handle, grasp or feel, reach with hands and arms, push and pull, talk, hear and smell. The employee is frequently required to stoop, kneel, or crouch. The employee is occasionally required to sit and climb

or balance. The employee must regularly lift and or move up to 25 pounds, frequently lift and or move up to 50 pounds and occasionally lift and or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision and ability to adjust focus.

Work Environment: The work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Bus Drivers spend most of their workday driving, therefore prolonged sitting is required. Bus drivers drive in all types of weather conditions. Possible hazards include collision with other vehicles or nervous strain from maneuvering a large vehicle through heavy traffic while dealing with passengers.

While performing the duties of this job, the employee is regularly exposed to vibration. The employee is frequently exposed to fumes, odors or airborne particles; toxic or caustic chemicals. The employee is often exposed to wet and/or humid conditions; moving mechanical parts; and outside weather conditions year round. The noise level in work environment is usually moderate and occasionally loud.

Bus Drivers work without direct supervision and are solely responsible for the safety of their passengers and bus. Bus drivers will be subject to high stress situations. This position will require drivers to supervise and control a wide variety of individuals. There may be some work in the evenings driving students to school-related activities.

Education and Experience:

- Must have a high school diploma or equivalent.
- Valid Washington State driver license, with proper endorsements (CDL/Class B, Air-Brake and P1S endorsement)
- Must have proof of good driving record.
- Current Department of Transportation physical and First Aid card.
- Attendance and punctuality are important functions of this position.
- Must be very customer service oriented.
- Must pass a Washington State Patrol Criminal History Information Form, required by RCW 43.43.830.
- Must pass pre-employment and random drug/alcohol testing, per DOT guidelines.
- Must complete annual required in-service bus driver training.