



North Lake School District #14

57566 Fort Rock Road, Silver Lake, OR 97638

Phone 541-576-2121 Fax 541-576-2705

Job Description: Bus Driver
Reports To: Transportation Supervisor, Superintendent
FLSA Status: Classified

JOB SUMMARY

To improve student achievement by providing safe and efficient transportation so that students may enjoy the fullest possible advantage from the district's curricular and extracurricular programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

- Driving a school bus on an assigned route in all weather conditions; communicating safety hazards that may exist or occur in route as necessary with Transportation Supervisor.
- Loading and unloading students at specific stops on an established time schedule. Keeping to assigned schedule (+1-) one minute. In the event of a delay notify the Transportation Supervisor.
- Providing students a safe and nurturing environment on the bus.
- Conducting vehicle pre and post trip inspection as prescribed by law.
- Reporting mechanical difficulties using (CMMS) Computer Maintenance Management System, and with the mechanic.
- Completing forms and reports as assigned, (i.e., driving hours, student counts, bus stop times, trip sheets and mileage reports).
- Maintaining bus to provide safe and hygienic atmosphere, inside and out. Bus swept after each route and trash emptied daily. Dash area and interior kept free of debris. Windows kept clean inside and out to reduce glare. Mirrors, headlights, tail lights and reflectors wiped daily during pre-trip inspection. Wash exterior of bus, clean dash, mop floor, wash seats, wash interior windows, and fuel once a week or as directed by the Transportation Supervisor.
- Driving bus on special trips outside or inside the District.
- Maintaining discipline on bus and reporting discipline problems to Transportation Supervisor or appropriate staff; attending student-parent meetings regarding school bus discipline problems, as required.
- Maintaining regular and consistent attendance and punctuality.
- Performing related duties consistent with job description and assignment; e.g., bus evacuation drills.
- Other duties as assigned by the District.
- Attending all classes and participating in all training required by the District and ODE.
- Ability to work cooperatively with and contribute to a diverse workplace through ideas and/or experiences.
- Ability to take direction and perform assigned tasks.

- Ability to prioritize scheduled and unscheduled tasks daily.
 - Ability to establish and maintain effective communication and working relationships with students, staff, parents, and public.
 - Ability to understand, interpret and follow instructions and to work with minimal supervision in performance of routine duties.
 - Ability to read gauges and instruments.
 - Ability to climb on bus or ladders to make repairs.
 - Ability to hear well enough to troubleshoot engine sounds.
 - Maintain appropriate records of trips and assignments as directed by the Transportation Supervisor.
 - Report safety, sanitary and fire hazards immediately to Transportation Supervisor.
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SPECIAL REQUIREMENTS

Special requirements of this position include the following. Other items may be added according to District, State or Federal requirements.

Special Requirements:

Possession of, or ability to obtain and maintain, following a period of training, licenses necessary for operating a school bus.

- **Safety sensitive job class. Employees in this job classification will be subject to regular random selection for mandatory alcohol/controlled substance testing.**
 - **The following background checks will be done: driving record, criminal history, drug screen and fingerprint check.**
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QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- High school diploma or equivalent.
 - Meet the qualifications of the Bus Driver position description and earn appropriate certification for a School Bus Driver **within three months of hire**. Maintain certification once acquired.
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PHYSICAL DEMANDS

Must be able to sit for extended periods of time. Regular climbing, balancing, stooping, kneeling, walking and crouching. Frequent reaching, handling, talking and hearing. Vision frequent near and far acuity, depth perception, focal length change, color vision and peripheral vision.

Strength: Medium -Heavy – Exert force 50- 100 lbs. occasionally, 25-50 lbs. regularly and 10 lbs. frequently. (i.e. lifting tire chains) May involve significant stand/walk/carry/push/pull.

WORK ENVIRONMENT

The employee has direct responsibility for the safety and well-being of others. The work may require travel between school buildings, businesses and other locations.

OTHER

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify, or delete any aspect of this job (or the position itself) at any time as it deems advisable.

Prepared By: Administration

Prepared Date: December 2023

I have read and understand this job description. My signature acknowledges that I am capable of performing the essential functions of this position with or without reasonable accommodations.

Employee

Date