

**NORTH WASCO COUNTY SCHOOL DISTRICT**  
**JOB DESCRIPTION – Classified – Bus Driver**

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**Title:** School Bus Driver – Lead Driver  
**Classification:** Classified/ESP  
**Reports To:** Director of Transportation  
**Work Year** 181 Days/Year

**Job Purpose Statement/s:**

Primary responsibilities involve communication with bus drivers during their am/pm and mid day routes, providing mentoring as necessary, and to collaborate and interact with others in a positive, effective manner. Lead Drivers serve as a substitute driver as needed, and assist with dispatching fleet operations.

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Knowledge of laws, rules and regulations governing school transportation.
- Knowledge of safe driving techniques and motor vehicle laws.
- Knowledge of the basic operation of a school bus.
- Knowledge of proper procedures to follow in case of an emergency.
- Knowledge of communication and behavior management techniques to effectively interact with students.
- Ability to possess and maintain a valid Oregon Driver's License and maintains an insurable status for automobile liability coverage.
- Ability to possess and maintain a driving record that conforms to the requirements of the State Department of Education for the issue of a School Bus Driver's Certificate.
- Ability to successfully complete classroom and on-the, road vehicle operation training and defensive driving training.
- Must hold a current recognized first aid card or be willing to obtain same if directed by the district under ORS 342.664 (2).

**Education/Experience:**

- Any combination of education, training, and experience which demonstrates ability to perform the duties and responsibilities as described within this job description.
- High School Diploma. College or related technical/mechanical degree encouraged.
- Experience in transportation management at the K-12 level.
- Extensive knowledge of transportation equipment, vehicles, and mechanical repair/maintenance.
- 5 years of Route Driving experience

**Language Skills:**

- It is essential to read and interpret documents written in English such as safety rules, operating and maintenance instructions and procedure manuals. It is essential to speak English effectively to individuals or small groups, and to write simple correspondence or memos.

**Reading Ability:**

- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.

**Reasoning Ability:**

- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situation.

**Certificates and Licenses:**

- Must have a current Oregon/Washington driver's license and have an acceptable driving record.
- Must have valid CDL (Class B) or higher commercial license with passenger endorsement at time of hire.
- Ability to perform the physical requirements of the position, as certified by a physician.

**Essential Duties and Responsibilities:** include the following

- Coordinates activity, co-curricular and other special routes and bus requests for the purpose of providing after-school and field trip buses to various activities.
- Inspects bus routes for the purpose of ensuring that buses are able to travel safely during poor weather conditions.
- Ability to collaborate with parents, school staff, and students in transportation related issues.
- Provide oversight and mentoring functions for bus crews by performing all the duties of a regular and special driver and monitor.
- Supervise teams in safe and effective bus transportation procedures, to ensure compliance with law, district policy, and department goals.
- Assist with dispatch and field supervision as needed.
- Provide a role model that will foster healthy self-images and professional attitudes in employees.
- Demonstrate thorough preventive maintenance procedures and pre and post trip bus inspection to maintain bus in good operating condition.
- Receive and record complaints from parents and school patrons in a courteous manner, carefully listening to the complainant's side without making judgment; investigate complaints and seek resolution to conflicts in a professional positive manner.
- Demonstrate and reinforce prescribed and proper student management techniques to maintain a safe and orderly atmosphere on the bus.
- Assist to investigate work place injuries and vehicle accidents.
- Provide computerized routing functions to accommodate all students, and production of route sheets, maps, stop indices, and all pertinent information on each route for regular school year, summer school and activity routes.
- Assist in updating assigned routes and compose letters to parents for significant route changes.
- Provide backup assistance to the Regular or Special Needs team to provide consistency and continuity in transportation services.
- Attend all in-service training classes and professional development as required by the district and/or Director of Transportation.
- Submit to Drug and Alcohol Testing as required by Board Policy and Federal Law.
- Practices safe work habits and uses personal protective equipment when required.
- Constantly demonstrate a caring, positive, friendly attitude and cooperative spirit toward students, parents, and staff.
- Perform other duties as assigned.

**Workplace Expectations:**

- Work effectively with and respond to people from diverse cultures or backgrounds.
- Demonstrate professionalism and appropriate judgment in behavior, speech and dress in a neat, clean and appropriate professional manner for the assignment and work setting.
- Have regular and punctual attendance.

- Confer regularly with other licensed staff and immediate supervisor.
- Follow all District policies, work procedures and reasonable requests by proper authority.
- Maintain the integrity of confidential information relating to a student, family, colleague or District patron.
- Cultivate and model a respectful working and learning environment.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this job, the employee is regularly exposed to toxic or caustic chemicals. The employee is frequently exposed to wet and/or humid conditions. The employee is occasionally exposed to high, precarious places, fumes or airborne particles, outside weather conditions, and vibration. The noise level in the work environment is usually moderate.

**Physical Requirements:**

1. In an eight-hour day employee may:
 

a. Stand/Walk	<input type="checkbox"/> None	<input checked="" type="checkbox"/> 1-4 hrs	<input type="checkbox"/> 4-6 hrs	<input type="checkbox"/> 6-8 hrs
b. Sit	<input type="checkbox"/> None	<input type="checkbox"/> 1-3 hrs	<input type="checkbox"/> 3-5 hrs	<input checked="" type="checkbox"/> 5-8 hrs
c. Drive	<input type="checkbox"/> None	<input type="checkbox"/> 1-3 hrs	<input type="checkbox"/> 3-5 hrs	<input checked="" type="checkbox"/> 5-8 hrs
2. Employee may use hands for repetitive:
 

<input checked="" type="checkbox"/> Single Grasping	<input type="checkbox"/> Pushing and Pulling	<input checked="" type="checkbox"/> Fine Manipulation
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3. Employee may use feet for repetitive movement as in operating foot controls:
 

<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
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4. Employee may need to:
 

a. Bend	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
b. Squat	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
c. Climb Stairs	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
d. Lift	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
5. Lifting:
 

<input type="checkbox"/>	Sedentary Work: Lifting 10 pounds occasionally with frequent sitting and occasional standing/walking.
<input type="checkbox"/>	Light Work: Lifting 20 pounds occasionally with occasional sitting and frequent standing/walking.
<input type="checkbox"/>	Medium Work: Lifting 50 occasionally, 25 pounds frequently with occasional sitting and frequent standing/walking.
<input type="checkbox"/>	Medium Heavy Work: Lifting 75 pounds occasionally, 35 pounds frequently with occasional sitting and frequent standing/walking.
<input checked="" type="checkbox"/>	Heavy Work: Lifting or drag 125 pounds occasionally, 50 pounds frequently with occasional sitting and frequent standing/walking.

**Mandatory Child Abuse Reporting:** As a mandatory reporter (ORS.419b.010) you are required to immediately report to Law Enforcement and or Department of Human Services, any instances of suspected child abuse.

**EMPLOYEE STATEMENT:**

*"I have read and received a copy of this job description, and understand that a copy of this job description will become part of my personnel file. I am aware that my position description may be revised or updated at any time and once notified of changes, I remain responsible for knowledge of its contents.*

*I hereby certify that I possess the physical and mental ability to fulfill the essential responsibilities of the above position with or without reasonable accommodation(s). If I require accommodations(s) in order to fulfill any or all of these responsibilities, I agree to provide information to the District regarding the requested accommodation(s)."*

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Print Name

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Employee Signature

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Date