



Quileute Tribal School District

P.O. Box 39
La Push, WA 98350
360-374-5648, FAX 360-374-9608



JOB DESCRIPTION

JOB TITLE AND FILE NAME: Bus Driver/Open Gym Supervisor & Custodian

EXEMPT: No
SALARY LEVEL: Bus driver probation rate \$18.15/\$19.65 after 90-day probation
Open Gym/Custodian probation rate \$14.45/\$15.37 after 90-day probation
SHIFT: Estimated 6:00 a.m. to 8:00 a.m. and 3:15 to 9:15 p.m. (hours will fluctuate based on student enrollment scheduling of the Akalat and may be less than 8-hours per day)
LOCATION: Quileute Tribal School
EMPLOYEE: Classified Employee
REPORTS TO: Superintendent or designee
DEPARTMENT: Transportation 6030/ISEP 6035

PREPARED BY: Jay Matsen, Sheri Crippen, Connie Birley, and Mark Jacobson, Superintendent

APPROVED BY: Mark Jacobson, Superintendent

DATE: 07-27-2018

SUMMARY: Under the direction of the Superintendent or designee, the employee performs all tasks of a bus driver, and supervises and performs custodial services at the Akalat during Open Gym evenings. Substitute bus drivers are expected to perform the same duties as regular bus drivers.

Position Description:

Safely transport students and other authorized persons over regular "to and from school" bus routes, and special or extra activity trips as authorized by a school district official during the regular 180-day school year. Serves as the Open Gym Supervisor and custodian evenings during Open Gym at the Akalat throughout the regular school year and possibly during summer break if adequate funding is available and participate in Open Gym warrants it.

EDUCATION AND/OR EXPERIENCE:

1. High school diploma or GED (include copy in application materials)
2. Valid license with appropriate endorsement and evidence of insurability.
3. Possess a valid Washington State School Bus Driver's Certificate.
4. Demonstrated aptitude or competence for assigned responsibilities.
5. Ability to pass a physical examination, requirements of such provided by the state of Washington.
6. Safe driving record with no more than two speeding tickets in past five year.
7. Evidence of previous successful job performance.

Minimum Qualifications:

- High school diploma or GED. Minimum age is 21 and five years of licensed experience as a driver.
- Possess a valid Washington State School Bus Driver's Certificate and possess a valid State Driver's License with appropriate endorsements (e.g., school bus driver, CDL, and current DOT card).
- Must have a current First Aid/CPR card and have a good driving record (driving abstract required).
- Meet the physical and mental standards as necessary to perform the duties, tasks and responsibilities of a school bus driver as described in this job description.
- Must pass State and school pre-employment drug screen and physical.
- Demonstrated ability to maintain confidentiality.
- Ability to communicate with students, parents, district staff members and other concerned people regarding all aspects of their job related activities in a professional manner.
- Must possess sufficient strength and agility to help all students to enter or exit a school bus through the passenger service door multiple times during the work shift or in the case of an emergency.
- Hearing capability must be sufficient to detect and distinguish traffic sounds occurring from any direction outside the bus, such as horns, whistles, sirens, trains, bells, etc. from a distance which will allow adequate time and defensive or evasive action to avoid a hazardous situation.
- Vision-20/40 in best eye, with or without correction; approximately 140 degrees peripheral, which as a single criteria shall not be excluding; and depth perception adequate to reasonably determine distance and closing rate of other moving vehicles from a stationary or moving school bus. Eye coordination to avoid diplopia; color vision must be adequate to distinguish the color of red, green and amber of a traffic light.
- Ability to establish and maintain effective working relationships with a variety of people in a multicultural and diverse socio-economic setting.
- Must not have any "Disqualifying conditions for authorized school bus drivers" as outlined in WAC 392-144-103.

Performance Responsibilities - Demonstrated ability to:

- Drive a school bus on scheduled routes and/or on all types of trips in support of school approved activities, both within and outside the region.
- Drive a school bus under all types of weather conditions including but not limited to fog, rain, hail, sleet, snow and ice, and wind; have the ability to install chains during inclement weather.
- Service, inspect and clean school bus and related equipment as required by the state and school policy and provide all custodial services at the Akalat including but not limited to cleaning the gym, kitchen, locker room, classroom, hallway, and bathroom floors; cleaning toilets, sinks and showers; disinfecting handles, exercise equipment, and mats; installing, removing and cleaning the protective gym floor cover; cleaning backboard; cleaning/sweeping the sidewalk; replacing light bulbs in and outside the building; and, securing the building.

- Maintain control of student passengers loading, unloading, and riding the bus and youth and adults during Open Gym, as related to safety and school rules. Report unsafe acts or conditions which may require the attention of the school administration, parent, or others.
- Ability to keep records and maintain order among student passengers and people during Open Gym.
- Successfully complete school bus driver training programs and courses established by the State Superintendent of Public Instruction or the school.
- Operate a school bus in accordance with the law of the State of Washington and policies promulgated by the Superintendent of Public Instruction.
- Operate all school bus equipment and accessories including but not limited to fire extinguishers, highway warning kits, snow chains, sanders, first aid kits, etc.
- Perform required operational safety inspection of the school bus and all related equipment.
- Maintain a clean and orderly school bus. Perform a daily pre-trip inspection to include fuel, oil, coolant, 8-way light warning system, emergency exits, head/tail lights, and tire inflation and ensure that no students are left on the bus after every trip.
- Perform basic First Aid as appropriate.
- Communicate appropriately with students, parents and district personnel.
- Serve as courteous representative of the school on public roads and school property.
- Operate all hand and foot controls installed in a school bus as required by Washington State (Minimum) School Bus Specifications.
- Uphold and assist in enforcing school rules, administrative regulations, and board policy.
- Take all necessary and reasonable precautions to protect students, equipment, materials and facilities.
- Ability to follow oral and written instructions including mapping.
- Perform similar, related duties as assigned.
- Follow the established route unless changes have been authorized by the school administration in advance.
- Refrain from touching electronic communication devices while operating the school bus.
- Comply with directives from school administrators.

DRUG TESTING AND BACKGROUND CHECK: Pre-employment testing required and random drug testing thereafter. Must have a reasonable clean background. The Bureau of Indian Education does not allow tribal schools to employ anyone who has been convicted of domestic violence.

MACHINES, TOOLS, OFFICE OR SPECIAL EQUIPMENT USED: School bus, computer, copy machine, exercise equipment, cell phone.

VEHICLES OR MOVING EQUIPMENT USED: School bus, school vehicles.

TRAINING REQUIRED: After earning CDL with “S” certification, annual driver training is required to maintain license. Must maintain up-to-date first aid/CPR certification. Additional training includes dealing with body fluids, mandatory reporting, operating fire extinguisher, and others as assigned.

LANGUAGE SKILLS: Ability to read, analyze, and interpret written materials and maps. Ability to effectively communicate and present information to children, parents, and employees in English

MATHEMATICAL SKILLS: Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to apply concepts of basic mathematics.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS: Driver must be able to lift 100 pounds and must be in excellent physical condition. Good distant vision in one eye and ability to read, without strain, printed material the size of typewritten characters are required, glasses permitted. Ability to hear the conversational voice, with or without a hearing aid, is required. Applicants must have mental and emotional stability.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing 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 will most frequently be transporting students on improved roadways and through various weather and road conditions including rain, hail, snow, ice, mud, downed trees, and high winds. The noise level in the work environment is usually moderate and involves noises from traffic, the bus, and riders.

HAZARDS/OBSTACLES: Employees are sometimes exposed to hazards such as chemicals to clean bus seats or school chairs/bleachers, clean up body fluids, candy, food items, and liquids, chemicals used to clean toilets, sinks, and walls, and locker room floors. Driver may occasionally be exposed to exhaust fumes and dust particles;

UNPROTECTED HEIGHTS: The employee may need to use a step ladder when cleaning windows or washing the bus, changing light bulbs, etc.

AMOUNT OF DAY SPENT:	(Hours at one time)	(Hours during full day)
Sitting	30 - 90 minutes	4-5-hour
Standing	15-30 minutes	.5 - 1 hour
Walking	15-30 minutes	.25 - .5 hours

WORK/REST CYCLE: The position does not generate rest or lunch periods.

EMPLOYEE WORKS: Inside the bus 1-6 hours; Outside .25-.5 hours; Total 8 hours

* NOTE: Hours may be adjusted by the school to meet bus ridership needs, Open Gym, and scheduled use of the Akalat.

PHYSICAL DEMANDS AND CHARACTERISTICS OF THIS JOB:

REQUIRED ACTIVITIES

(Occasionally = 0 to 33%; Frequently = 33% to 67%; Constantly = 67% to 100%)

	Frequency	Body Part	lbs.	Activity
Twist	Frequently	Upper body	0-15	Vacuuming, sweeping, cleaning
Stoop/Bend	Frequently	Legs, lower body	0-100	Picking up items
Squat	Frequently	Legs, lower body	0-100	Working on univents, cleaning
Kneel	Frequently	Legs, lower body	0-100	Cleaning, repairing equipment
Crawl	Occasionally	Arms, legs knees	0-100	Cleaning, repairing equipment
Push/Pull	Frequently	Arms, legs	0-100	Vacuuming, gym floor mats, moving furniture
Climb	Occasionally	Legs	0-100	Stairs, steps, ladders, scaffold
See	Constantly	Eyes	N/A	Cleaning, installing equipment/furnishings, repair machines; writing notes/diary, computer, reading directions, Material Safety Data Sheets, reading road signs, watching traffic and controlling students crossing the road, unloading and loading the school bus
Hear	Constantly	Ears	N/A	Monitoring equipment, listening to questions, comments, and directions of supervisor

REQUIRED LIFTS

	Frequency	Body Part	Range/Height	Activity
0-25 lbs.	Constantly	Legs, arms	1"-30" to 8'	Using vacuum; Lift waste containers; Arrange furniture
10-35 lbs.	Frequently	Legs, arms	1"-30" to 8'	Using vacuum; lift waste containers, copy paper, books
35-50 lbs.	Frequently	Legs, arms	1"-30" to 8'	Buffer, carpet extractor, waste containers; unload commodities; shipments
50-100 lbs.	Seldom	Legs, arms	1' to 3'	Assisting student bus evacuation

REQUIRED CARRY

	Frequency	Body Part	Distance	Activity
0-10 lbs.	Constantly	Arms, legs	1" to 60'	Using vacuum, waste containers,
10-35 lbs.	Occasionally	Arms, legs	1" to 60"	Using vacuum, ladders
35+ lbs.	Frequently	Arms, legs	1" to 60"	Copy paper, surplus items, garbage containers, water bottles

REQUIRED REACH AND HANDLE

	Frequency	Body Part	Weight/ Distance	Activity
Reach Above Shoulder	Frequently	Arms	0-10/3'	Cleaning, dusting bulletin/white/smart/chalk boards, changing light bulbs, filters, door hardware; windows
Reach at Shoulder	Frequently	Arms	0-10/3'	Cleaning, dusting bulletin/white/chalk/smart boards; changing light bulbs, filters, door hardware; windows
Reach Below Shoulder	Constantly	Arms	0-10/3'	
Manual/Finger Dexterity	Constantly	Arms, wrists, fingers	0-10/3'	

Comments: This position requires constant interaction with children and staff and requires an ability to remain organized, firm and pleasant.