

## **MGAES Job Description**

**Position title:** Bus Driver

**Reports to:** Plant Service Director

**Purpose:**

To drive the bus routes and other requested routes ensuring the safety of those on board the bus and all others on the road

**Education Requirements:**

High School or above

**Occupational Experience/Personal Attributes:**

- Work under limited supervision following standardized practices and procedures.
- Ability to meet crisis calmly
- Ability to communicate effectively with others
- Speak clearly, and understand complex, multi-step written and oral instructions.
- Follow written policies, regulations and / or laws
- Flexibility is required to work with others in a wide variety of circumstances
- Possess the ability to work with a diversity of individuals and / or groups.

**Physical Requirements:**

- Occasional lifting, carrying, pushing, and / or pulling; some climbing and balancing;
- Frequent stooping, kneeling, crouching, and / or crawling; and significant fine finger dexterity.
- Generally the job requires 80% sitting, 10% walking, and 10% standing.
- The job is performed under some temperature extremes and some hazardous conditions.

**Responsibilities:** (include but not limited to)

- Adhering to safety practices; while operating school busses.
- Perform written procedures, write routine documents,
- Adhere to Safety practices and procedures
- Be attentive to detail;
- Exercise good judgment;
- Work without close supervision;;
- Establish and maintain effective working relationships
- Meet deadlines and schedules.
- Administers first aid for minor injuries for the purpose of providing emergency or necessary care in accordance with conference, state, and federal requirements.
- Assesses incidents, complaints, accidents and/or potential emergency situations for the purpose of resolving or recommending a resolution to the situation.

- Assists students and other passengers for the purpose of providing safe loading and unloading from buses including both emergency situations (including bus evacuations) and normal transport.
- Communicates with parents, students, teachers, administrators, etc., for the purpose of conveying and / or receiving information.
- Drives school bus for the purpose of transporting students over scheduled routes and to and from school and / or field trips in a safe and timely manner.
- Fuels assigned vehicle for the purpose of maintaining vehicle in a safe operating condition.
- Inspect assigned vehicles, both interior and exterior (e.g. cleaning floors/windows/mirrors/seats, etc.) for the purpose of ensuring safety, appearance, and sanitation of vehicle.
- Monitor students, parents and / or teachers during transit for the purpose of maintaining order and ensuring the safety of passengers.
- Perform pre-trip and post-trip inspections (e.g. brake system, gauges, emergency exits, fluid levels, tire pressure, exterior condition, etc.) for the purpose of ensuring the safe operating condition of the vehicles and meeting state requirements.
- Prepares documentation (e.g. incident/accident reports, disciplinary and positive behavior reports) for the purpose of providing written support and / or conveying information.

**Required Testing:**

Alcohol and drug testing

**Continuing Education:**

Maintain Certification

**Required Certificates & License:**

1. Valid Washington Commercial Class A or B Drivers license with passenger, air brakes, and school bus endorsements.
2. Medical Certificate
3. First Aid/CPR Certificate

**Clearances:**

1. Back ground check by Oregon conference of SDA
2. TB Clearance

**Pay Scale:**                    **NPUC Scale** (\$12.00 - \$16 per hour)

**Work Week:**                    25 hours per week