



# Sisters School District

“Home of the Outlaws”

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Curtiss Scholl  
Superintendent

## CLASSIFIED JOB POSTING

### Permanent, School Bus Driver for Sisters School District

**Posting Date:** October 2, 2017

**Purpose:** To improve student achievement by providing safe and efficient transportation so that students may enjoy the fullest possible advantage from the district's curriculum and extracurricular programs. Drivers who serve as Substitute Drivers, to assist other drivers and support personnel as needed.

**Job Functions:**

- 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 Dispatcher.
- Loading and unloading students at specific stops on an established time schedule. Keeping to assigned schedule (+1-) one minute. In event of a delay notify Dispatch.
- 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 weekly. Dash area and interior kept free of debris. Windows kept clean inside and out to reduce glare. Mirrors, headlights, tails 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.
- Driving bus on special trips outside or inside the District.
- Maintaining discipline on bus and reporting discipline problems to 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. Performs other duties as assigned by the District.
- Attend all classes and participates in all training required by the District and Oregon Dept. of Ed.
- Maintaining bus to provide safe and hygienic atmosphere, inside and out. Bus swept after each route and trash emptied weekly. Dash area and interior kept free of debris. Windows kept clean inside and out to reduce glare. Mirrors, headlights, tails 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.
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- Performing related duties consistent with job description and assignment; e.g. Bus evacuation drills. Performs other duties as assigned by the District.

- Attend all Classes and participates in all training required by the District and ODE.

**Work Environment:** Driving in all weather conditions, seated in a school bus of various makes or models. May be exposed to inclement weather conditions and hazardous traffic and/or driving conditions. Exposure to noise levels ranging from moderate to very loud. High level of contact with students and interaction with District personnel.

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

**Strength:** Medium-Heavy - Exert force to 50- 100 pounds occasionally and/or 25-50 pounds of force frequently, up to 10 pounds frequently. i.e., lifting tire chains. May involve significant stand/walk/carry/push/pull.

**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 random selection for mandatory alcohol/controlled substance testing.
- The following background checks will be done: driving record, criminal history, drug screening, and fingerprint check.

**Full Job Description available upon request.**

**Salary:** \$13.26 - \$20.67 per hour depending on experience.

**Hours:** 4+ hours per day - Monday through Friday. Hours of the day - 6:00am -8:00am and 2:30pm – 4:30pm.

**Position Closes:** Open Until Filled

**Start Date:** October 16, 2017

**Submission:** If you are interested in applying for a Permanent, School Bus Driver, please send a completed SSD Application, Cover letter, resume and two letters of recommendation to the Human Resource Department at:

**Sisters School District  
Attn: Shirleen Cundiff  
535 E. Cascade Ave.  
Sisters, OR 97759**

**\*\*ALSO HIRING SUBSTITUTE BUS DRIVERS! WILL TRAIN!\*\***