

**SNOQUALMIE VALLEY SCHOOL DISTRICT  
JOB DESCRIPTION**

Job Title: **Bus Driver**

Reports to: **Transportation Administrator**

Directed by: **Transportation Administrator**

Work Year: **School Year**

FLSA Status: **Non-Exempt**

Classification: **Classified-PSE**

Supervises: **None**

Salary: **As Stated in Schedule**

**Position Summary:** Reliably, efficiently, and safely transports students to and from school and other approved activities according to time schedules and routes.

**Qualifications Required:**

- Minimum of five years of experience as a licensed driver.
- Obtain and maintain Washington State Class B Commercial Driver's License (CDL) w/Air Brake and Passenger/School bus endorsement.
- Experience driving in all kinds of adverse weather conditions.
- Ability to acquire first aid/CPR certification.
- Five-year complete driving abstract.
- Ability to use District email.
- Detail oriented; possess strong initiative and excellent organizational skills.
- Demonstrated effective oral and written communication in the English language, including correct grammar and spelling usage.
- Legally eligible to work for any employer in the United States of America as verified by Form I-9.
- Successful Washington State Patrol and Federal Bureau of Investigation fingerprint clearance.

**Qualifications Desired:**

- High School graduate or GED/equivalent.
- Previous experience in a public school setting or related learning/development environment.
- Experience reading and interpreting road and street maps.
- Familiarity with vehicle maintenance concepts.
- Knowledge of safety standards, laws, codes, rules, regulations, policies, and procedures relating to student transportation.

**Essential Functions and Responsibilities:**

1. Applies skills and knowledge in operating a bus and troubleshooting minor problems.
2. Responsible for student safety while loading, unloading, and transporting students, and while students are crossing the road.
3. Follows federal, state, and local laws and regulations, as well as district policies and procedures, pertaining to the operation of school buses.
4. Maintains situational awareness at all times and reports concerns to Director of Transportation or designee.

5. Coordinates with Paraeducators or other District staff when needing help loading and unloading students.
6. Exercises responsible leadership and professional attitude at all times.
7. Keeps student information confidential as required.
8. Keeps assigned bus clean.
9. Completes daily log, keeps route book up to date, and reports route hazards.
10. Follows accident procedures appropriately.
11. Reports any student misconduct and parent concerns per department policy.
12. Completes prompt write-ups regarding bus equipment.
13. Discharges students only at authorized stops.
14. Takes direction and instruction regarding safe driving procedures as required to fulfill functions and responsibilities.
15. Attends annual in-service (required by law), meetings and training sessions which the District determines necessary to fulfill position responsibilities.
16. Maintains ability to drive all bus fleet vehicles and operate special equipment as needed.

**Nonessential Skills and Experience:**

1. Performs other duties as assigned. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

**Success Factors/Job Competencies:**

1. Demonstrated ability to meet or exceed the Essential Functions and Responsibilities of this position.
2. Demonstrated ability to maintain confidentiality of student data, IEP, and health information per FERPA and HIPAA requirements.
3. Demonstrated ability to interact tactfully and positively with students, staff, and parents and maintain effective working relationships with a variety of people.
4. Demonstrated professionalism through conduct, punctuality, and minimal absences.
5. Demonstrated ability to adapt to a variety of working situations and learn new skills.
6. Demonstrated ability to follow oral and written directions, yet exercise independent and appropriate judgment.
7. Demonstrated strong initiative and self-motivation.

**Physical Demands and Work Environment:** The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- *Physical Demands:* Majority of the time spent in bus, sitting, or assisting students with transport; able to install and remove tire chains; may lift up to 50 lbs; prescription visual or hearing aids must be used by driver.
- *Work Environment:* Subject to temperature extremes, exterior environmental conditions, uneven walking surfaces, variable noise levels and distractions.

**Performance Standards:** The person in this position will be evaluated annually in accordance with the provisions of the district policy on evaluation of classified employees.

**Approval/Revision Date:** December 8, 2022

**General Sign-off:** The employee is expected to adhere to all Snoqualmie Valley School District policies and procedures and Federal and State laws.