

CENTENNIAL SCHOOL DISTRICT NO. 28J

VACANCY NOTICE

July 12, 2024



POSITION: School Bus Drivers (6 Positions Available)
LOCATION: Service Center – Transportation Department
HOURS: 5 Hours Per Day (7:00am – 12:00pm)
DAYS: 198 Days Per Year (August – June)
SALARY: \$24.15 - \$33.43 Per Hour (Range H)
BENEFITS: PERS, Medical, Dental, Vision, Optional Insurances, Paid Leaves, Holiday Pay, etc.
START DATE: August 28, 2024, or Upon Successful Completion of Paid Training
APPLICATION DEADLINE: Open Until Filled

JOB PURPOSE STATEMENT(S): The position of School Bus Driver transports students to and from school and to school related activities within the District and outside the District by driving up to an 84-passenger school bus and/or buses and vans equipped for transporting students with physical disabilities.

ESSENTIAL JOB FUNCTIONS:

- Conduct daily pre-trip bus inspections of fluid levels and proper operation of lights, fluid leaks, belts, shock absorbers, springs, brakes, brake drums, turn signals, horn, wipers, mirrors, brakes, heaters, and outside condition of bus.
- Make minor adjustments and report major problems to supervisor.
- Maintain a safe and orderly environment for students and authorized passengers through effective student management techniques.
- Maintain a safe and clean bus by sweeping, fueling and washing, as appropriate.

Regular Bus Routes:

- Safely drive a regular school bus (up to 84-passenger) on an assigned route, loading and unloading students at predetermined stops.
- Safely Transport students to and from school within an established time schedule.
- Maintain discipline on the bus, issuing referrals for persistent behavior problems and reporting most critical behavior problems to supervisor.

Special Bus Routes:

- Safely drive a school bus equipped to transport students with physical disabilities.
- Assist students in entering and exiting bus, including the use of a wheel chair lift.
- Monitor physical well-being and needs of special need students during transport.
- Report on student behavior and physical needs to parents and teachers.
- Develop routes and specific stops based on home location and student destination.

Extra-Duty Bus Routes:

- Safely drive a regular school bus or a special needs bus on activity runs which can include driving in unfamiliar areas, mountain driving, freeway driving, extended trips, night driving, and driving on congested and busy streets.

OTHER JOB FUNCTIONS:

- Maintain records relating to student counts, student drop-off points, route times, pre-trip inspections, odometer readings, and student disciplinary actions.
- Report mechanical problems to technicians and/or supervisor.
- Perform related duties as assigned.

REQUIREMENTS – QUALIFICATIONS:

- **Experience Required:** Sufficient driving experience to demonstrate the ability to become skilled at safely driving large vehicles, transporting large numbers of people, and transporting individuals with special physical needs.
- **Skills, Knowledge and/or Abilities Required:**

Skill in operating large school buses and special needs equipped buses in a safe and lawful manner during varying weather, road, and traffic conditions; and to recognize when conditions are unsafe for bus operation. Operate buses for extended periods of time for over-the-road special activity trips and to drive safely in unfamiliar surroundings, varying from congested city streets to mountain roadways. Develop a good rapport with students and maintain discipline among students while they are being transported. Be aware of and respond promptly to physical and emotional needs of students with disabilities. Be able to independently make sound decisions in unusual and emergency situations.

Knowledge of traffic signs and devices, safe motor vehicle driving techniques, and how to use city and highway maps. Knowledge of first aid and cardio-pulmonary resuscitation techniques.

Abilities to learn and apply the laws, rules and regulations governing the operation of a school bus regarding traffic safety, passenger loading and unloading, and student discipline. Learn specific bus routes, complete scheduled routes in a timely manner, and adjust to periodic changes in schedules and routes. Recognize potential mechanical and safety equipment problems and to explain these problems to mechanics. Write legibly; and to make clear, brief, factual written and oral reports. Establish and maintain effective working relationships with those contacted in the course of work.

Ability to speak a second language preferred.

- **Education Required:** High School Diploma or equivalent and sufficient education to comprehend and apply motor vehicle operation laws and district student transportation policies and procedures.
- **Certifications and/or Testing Required:** Possession of, or ability to obtain following a period of training, licenses necessary for operating a school bus. Possession of, or ability to obtain following a period of training, first aid card and cardio-pulmonary resuscitation card. Criminal Justice Fingerprint Clearance (applicant agrees to assume cost upon offer of employment).
- **Special Requirements:** Requires a moderate degree of physical strength and stamina, good vision and hearing; requires prolonged sitting and some positions require frequent bending and lifting associated with the loading and unloading of student with physical disabilities and kneeling to check brakes; requires exposure to noise and inclement weather conditions and occasional exposure to bodily fluids. Positions involved in the transport of student with physical disabilities may require additional special training.

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board.

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of the Board's Policy on Evaluation of Support Staff Personnel.

APPLICATION PROCEDURE:

All applicants, including current employees, are required to apply through [TalentEd Hire](#):

External Applicants:

- Apply through [TalentEd Hire](#).

Internal Applicants (Current Employees):

- Apply through [TalentEd Hire](#) by clicking on "Internal" in the upper right-hand corner. First time users will need to create their own "Internal" account using their Centennial email address. For users who already have created their "Internal" account, simply enter your username and password at the top of the page. Follow the prompts, which will include typing a cover letter and attaching a resume.

For information about the position, visit the Transportation Department, call, or email:

Sean Schroeder, Transportation Director
3424 SE 174th Ave., Portland, OR 97236
Phone: 503-762-3674
Email: sean_schroeder@csd28j.org

For questions about applying, contact:

Shannon Burley, Human Resources Secretary
Email: shannon_burley@csd28j.org