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| **Job Title:** | School Bus Operator | | |
| **Supervisor:** | Site Administrator | Location: | Jimmy Huntington School |
| **Authorized Hours:** | 3 hours per day, M-F | **Classification:** | Classified/Hourly |
| **Days/Months:** | 9 months | **Range:** | J |
| **Posting Date:** |  | **Closing Date:** | Open until filled |

# **General Responsibilities**

Provide safe transportation on approved routes for students to and from school. This position provides transportation for the site with general directions defined by established procedure while setting priorities.

# **Example of Duties**

1. Operate school district vehicles in a safe and lawful manner at all times.
2. Inspect school bus prior to each trip including regular routes, charters, etc.
3. Supervise students on school bus. Responsible for their safety on and off the bus in loading and unloading zones.
4. Maintain discipline and control of students on bus and fill out misconduct reports as required.
5. MUST obey/comply with all federal, state, and district rules and regulations pertaining to school bus transportation.
6. Be punctual to work and punctual on assigned route.
7. Must comply with all YKSD policies as found in the policy manual and changes or amendments as posted.
8. Refuel school bus and check all fluid levels.
9. Report all mechanical defects immediately on pre-trip inspection report. (Turn into principal daily).
10. Sweep and clean school bus including windows, lights, placards, etc. Keep the bus thoroughly clean.
11. Complete required reports on time for the school district and state.
12. Attend mandatory operator’s safety meetings and in-service training (when required)
13. Maintain and promote good public relations between school district and community.
14. Submit a correct daily bus report and all other required paperwork.

# **Equipment Used**

# School bus, equipment and tools to maintain bus as needed.

# **Independent Decisions**

# Decisions of a routine job related nature.

# **Primary Working Contacts**

# Students, parents, teachers, administrators

# **Responsibility for Cash, Equipment, Safety**

Responsible student safety on and off the bus in loading and unloading zones. Inspects and sweeps bus. Checks water, gas, oil and mechanical condition before leaving on run. Reports delays and accidents. Keeps operational records and makes simple reports. Reports defects or problems with vehicle to shop supervisor. Assures bus meets regular maintenance schedules.

# **Supervision Received and Exercised**

# Given – Students while on bus

# Received – Detailed written job duties from site administrator with daily oral instructions as needed.

# **Unusual Working Conditions**

Must work in all weather conditions including extreme cold.

# **Evaluation**

# Annual written evaluation

# **Qualifications**

**Education:** High School Diploma or GED.

**Experience:** Be 21 years old or older, and have at least one-year driving experience.

**Requirements:**

1. Have valid State of Alaska driver’s license and Alaska school bus operator’s permit (received after passing training class).
2. Pass written and driving exam administered by the Department of Motor Vehicles (initially).
3. Be willing to be fingerprinted with background check by the State of Alaska (initially).
4. Pass a State of Alaska school bus physical certified by a medical doctor, a PA licensed by the State Medical Board, or an ANP licensed by the Board of Nursing.
5. Have a clean driving record (5 years) and provide proof with copy for the Department of Public Safety.
6. Not have a history of driving violations, DWI (drugs or intoxicating liquor), and other offenses established by the Department of Public Safety.
7. Not have been convicted of any of the following offenses within 20 years: Sexual abuse of a minor, sexual assault, incest, unlawful exploitation of a minor, contributing to the delinquency of a minor, felony involving possession or distribution of prohibited drugs, or promoting prostitution in the first/second degree.
8. Be thoroughly reliable and of good repute, a person whom students and school officials will respect, whose actions result in a constructive influence over the students.
9. Keep his/her person neat and clean, and able to keep his/her work area neat and clean.
10. Never use tobacco while operating, at loading zones, or on standby during bus runs.
11. Never use controlled substances or intoxicating liquor per requirements of the School District.
12. Have own means of reliable transportation.
13. Attend School District-sponsored training for the purpose of remaining current on driving requirements.
14. Be willing to advise management of any conditions that could prevent the operator from carrying out required duties.

**Abilities:**

* + Able to follow instructions, written and verbal
  + Able to shift a manual transmission proficiently, including downshifting and double clutching (if applicable)
  + Knowledge of all federal and state rules and regulations pertaining to school bus transportation
  + Ability to supervise and work well with children
  + Ability to satisfactorily complete first aid and CPR course

**Application Instructions:**

Internal applicants are required to submit a letter of interest to the Facilities & Maintenance Department.

External applicants please submit your application with 3 employment references to the Facilities & Maintenance Department. Applications can be found online at [www.yksd.com](http://www.yksd.com) or contact Human Resources at the District Office for more information.