

Reports To: Superintendent

## **Description**

### **Required Attachments**

**Cover Letter**

**Resume**

**2 Classified Reference Forms or Letters of Recommendation**

### **BUS DRIVER RESPONSIBILITIES:**

Each school bus driving driver is responsible to know, understand and follow the transportation office policies and procedures.

- Pre-employment drug testing will be administered-prior to employment
- Pre-employment background check will be administered prior to employment

### **Essential Functions**

- Be on-call for routes, starting as early as 6:00 a.m. (Hours vary greatly according to the assignment.)
- Safely transport students to/from school and on field trips.
- Drive large and small school buses with automatic and/or manual transmissions, if applicable.
- Read maps and follow directions/run sheets for routes.
- Successful student behavior management.
- Perform pre/post trip vehicle inspections.
- Assist students in the loading and unloading process.
- Clean and maintain school buses and fuel buses as required.
- Maintain composure under pressure.
- Update daily paperwork/records.
- Sufficient strength and agility to assist ill or physically impaired students to enter or exit a school bus through the passenger service door, and provide necessary assistance in an emergency situation and/or evacuation.
- Maintain discipline on the bus consistent with district policies, regulations and procedures.
- Operate assigned school bus in a safe and legal manner consistent with district, state, county and federal regulations.
- Inspect the assigned school bus daily prior to each operation in accordance with state and district regulations and expectations.
- Maintain appropriate physical condition, health status, appearance and attitude necessary to perform duties and responsibilities.
- Obtain and maintain all licenses and certificates necessary to accomplish assigned duties and responsibilities.
- Comply with district safety rules and regulations
- Perform other duties and responsibilities as assigned by the supervisor
- Must be able to perform the essential functions of the job with or without reasonable accommodation.
- Establish and maintain effective relationships with students, district staff, parents and community members.

## Typical Qualifications Qualifications

- Valid Washington State driver's license
- Commercial Driver's License permit
- Completion of bus driver training
- Good driving record
- Must pass State and District pre-employment drug screen and physical
- Ability to follow oral and written instructions including mapping
- Ability to keep records and maintain order among student passengers
- Be on-call for routes, starting as early as 5:00 a.m. (Hours vary greatly according to the assignment.)
- Sufficient strength and agility to assist ill or physically impaired students to enter or exit a school bus through the passenger service door, and provide necessary assistance in an emergency situation and/or evacuation.

### **Each driver must read, understand and follow:**

1. The Motor Vehicles Laws of the State of Washington.
2. All regulations and Washington State Laws for School Bus Drivers.
3. The State of Washington School Bus Driver Handbook.

## Supplemental Information

- Applicants will be screened as need arises for pool of substitutes.
- Substitute work day varies by assignment for bus driving only

The maintenance person is responsible for the maintenance of all houses, including school, then office building and area outside, infrastructure, and common areas that are owned and manage by Queets Clearwater School. Also receiving priority will be the safety and security aspects, such as fire, extinguishers, and smoke alarms. The maintenance person is responsible for maintenance procedures to assure compliance with the school policies, specifically the Maintenance Policy, Procurement Policy and applicable housing quality standards. Other general responsibilities include materials management, inventory ,disposition, developing forms, cost forecasting and costs required by budgetary constraints, vehicle maintenance and equipment use, This will include writing work orders and completing repairs in a timely manner. The Maintenance person may also be required to perform other duties as assigned

**Standard of Performance:** The Maintenance person must be able to operate hand and power tools/equipment. Normal physical activity can be strenuous and may involve prolonged standing, walking, reaching, bending, crouching, stooping and lying prone. The incumbent must use arm strength to manipulate hand tools such as saws, sander and drills. The Maintenance person must occasionally push, pull and /or lift objects up to and over 100 pounds and will work indoors and outdoors, The Maintenance Person may occasionally be subject to electrical shock hazards, dangerous heights, dangerous chemicals, and skin irritants (ie.,cleaning solutions, solvents, insecticides) and may be required to use goggles, safety boots, and other safety equipment.

**Duties:**

- Become familiar and knowledgeable with the Queets Clearwater School policies and procedures along with all applicable Federal statutes and regulations, including the maintenance responsibilities of houses that are part of the LEHAs low income housing tax credit projects.
- Work in a cooperative manner with other members of the Queets Clearwater School staff in the coordination or maintenance, modernization and rehabilitation projects.
- Develop procedures and forms necessary to implement and administer the Queets Clearwater School Maintenance Policy.
- Have basic maintenance skills and knowledge of repairs and maintenance of household fixtures.
- When applicable, assist with the coordination of scheduling of inspections.
- Be responsible for the inspections on units owned and managed by the Queets Clearwater School
- Attend training workshops to maintain skills, capacity to perform and fulfill the responsibilities of the position.
- Identify potential maintenance problems or issues and take action to prevent the problem(s) from becoming worse.
- Perform other duties as assigned by Executive Director/Assistant Executive Director.

**Knowledge and Abilities:**

- Ability to comprehend and understand laws, regulations, policies, instructions, specifications and other applicable documents.
- Knowledge of cost management, including estimates of maintenance costs and assisting with the development of the maintenance budgets.
- Knowledge of maintenance practices along with knowing about the quality of maintenance materials and tools.
- Basic ability to operate computer and input data into computerized forms along with knowledge to do basic work processing using Microsoft software.
- Ability to lift 100 pounds and be able to handle physical exertion.
- Ability to withstand temperature changes.
- Ability to operate and maintain, or learn how to operate and perform maintenance on the hand and power tools necessary to perform the required duties or position.
- Knowledge of basic components systems of a house (Electrical, Plumbing, Carpentry, Mechanical) and know how to make them more efficient.
- Knowledge of how to recognize fire and safety hazards in houses and how to take action to reduce or eliminate the hazards through loss prevention practices.
- Ability to effectively communicate with tenants, employees, vendors and other in a polite and courteous manner.
- Ability to direct and review the activities of others assigned.
- Ability to perform complex maintenance and repairs work while exercising considerable independent judgements.
- Ability to work under unsupervised conditions.

**Minimum Qualification:**

- Be in possession of a valid driver's license and be eligible for coverage under Queets Clearwater School vehicle insurance.
- Graduate from High School or Equivalent.
- Minimum of two years' experience.