

# **NORTH KITSAP SCHOOL DISTRICT JOB DESCRIPTION**

## **SCHOOL BUS DRIVER/TRAINER**

### **Purpose of the Job**

Plans, develops, and conducts bus driver training and safety programs to ensure compliance with local, state, and federal standards and all other functions required as a School Bus Driver as outlined in Duties and Responsibilities for School Bus Driver; assists in the development of bus routes as assigned.

### **Essential Job Functions**

1. Assist in accepting and reviewing school bus driver applications.
2. Conducts initial, advanced, and continuing driver training programs.
3. Performs on route evaluation of driver skills.
4. Conducts retraining programs on an individual basis when necessary.
5. Conducts on-scene and follow-up investigation of all district school bus related accidents and safety related incidents, as needed.
6. Supervises and assists in conducting student emergency and evacuation drills and other student orientated bus safety programs.
7. Conducts special training programs such as “responsibilities and techniques for trips out of district,” “use of special tools, and equipment,” etc.
8. Performs regular on-bus housekeeping safety inspections.
9. Supervises driver performance of yard duties such as daily bus inspection and warm-up procedures, etc.
10. Drives a school bus route when necessary.
11. Provides assistance to the Director of Transportation in such areas as fleet operation and safety.
12. Substitutes and assists in dispatch and routing as assigned;
13. Assists office staff and performs other related duties as assigned.

### **Minimum Qualifications:**

#### **Education & Experience:**

1. Five years of successful professional driving experience, including one year as a school bus driver in Washington.

#### **Knowledge Skills & Abilities:**

1. Knowledge of the Washington State Traffic Codes, School Bus Operational Policy, and Standard Safety Practices.
2. Skills in good oral and written communication.
3. Skills in adult training development and delivery.
4. Skills in computer operation including word processing, office procedures, radio communication, and customer service.
5. Ability to establish and maintain positive professional relationships with staff, students, and the public in a multicultural, diverse socio-economic setting.
6. Ability to identify and resolve problems and investigate situations independently or with minimal supervision.
7. Ability to maintain strict confidentiality.

#### **Licenses, Certificates & Special Requirements:**

1. Valid Washington State driver’s license with appropriate CDL certification for School Bus Drivers.
2. Valid Washington State School Bus Driver’s Trainer Certificate.

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**Reporting Relationship:**

Reports to the Director of Transportation; may receive direction from the Supervisor of Dispatching and Routing.

**Conditions of work:**

Required to drive in all weather conditions; exposed to childhood illnesses; exposed to loud noises; required to occasionally work outdoors in inclement weather; required to deal with angry people.

**Union Affiliation:**

NEA-WEA

**FLSA Status:**

non-exempt

**Wage Range:**

NEA-WEA

**Job #**

NEA-WEA-104

**Job History:**

Created: 10-1-99; Revised 8-15-03

\_\_\_\_\_  
Immediate Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director of Human Resources

\_\_\_\_\_  
Date

*This job description is not an employment agreement or contract. District management reserves the right to change this job description at any time without notice*