

Marcola School District 79J
EMPLOYMENT OPPORTUNITY
District Posting for Position

POSITION TITLE: BUS DRIVER

STARTING DATE: As soon as possible after background checks

BASE RATE: \$16.86 - \$19.37/hour per classified collective bargaining agreement

HOURS: Days and hours will vary by needs of the district

THE POSITION

Marcola School District seeks outstanding candidates for the position of Bus Driver. This position is for the district and requires the ability to drive district vehicles to transport students safely between school and home, on field trips and school activities and other duties as assigned by supervisor.

Successful candidates will possess the following qualifications that support our district vision “*Students, Staff and Community Dedicated to Excellence*”:

Valid Oregon State Commercial Driver License with Oregon Department of Education Pupil Transportation Certificate or ability to obtain

ICC Physical Card

Ability to drive vans and buses

Knowledge of immediate geographic area

Ability to work with student in a supervisory, supportive, and positive capacity

First Aid/CPR Card

Desire and ability to work a split shift

Strong interpersonal skills

Ability to understand and execute verbal and written instruction, policies and procedures

Ability and commitment to practice cultural competency and demonstrate respect for diversity

Posting Date: December 20, 2018

Closing Date: Open until filled

TO APPLY:

Internal Candidates: Please write a short letter of interest in applying for the position and deliver to the district.

Please write a letter of interest and submit a resume. you may submit an application by completing the form on the Marcola School District Website - www.marcola.k12.or.us

Application Contact: Adrienne DAddabbo - Business Manager Email: adaddabbo@marcola.k12.or.us

District Office: 38300 Wendling Road Marcola, OR 97454 • 541-933-2512 • (FAX) 541-933-2338 • Mailing Address: 38300 Wendling Road Marcola, OR 97454

Website: <http://www.marcola.k12.or.us>

Marcola School District is an Equal Opportunity Educator and Employer

POSITION: Bus Driver

REPORTS TO: Facilities and Transportation Supervisor

POSITION PURPOSE:

Safely transport students to and from designated locations.

NATURE & SCOPE:

Performs work of a recurring nature within operating instructions under general supervision

DISTINGUISHING CHARACTERISTICS:

This classification is distinguished from other classifications by the operation of school bus vehicles.

ESSENTIAL JOB FUNCTIONS:

Transportation

1. Drive district vehicles to transport students safely between school and home, on field trips and school activities.
1. Perform required pre-trip safety inspection of vehicle
2. Supervise students and maintains proper behavior.
3. Provides for student safety and performs emergency medical care as needed.
4. Clean the interior and exterior of bus.
5. Prepare necessary paperwork and reports.
6. Perform other related duties as assigned.

WORKING CONDITIONS:

Work is performed primarily inside a vehicle and is exposed to fumes and traffic hazards. May need to physically assist students.

KNOWLEDGE, SKILL, ABILITIES:

- Ability to drive vans and buses
- Knowledge of immediate geographic area
- Knowledge of transportation procedures
- Ability to supervise students
- Ability to physically perform assigned duties, including, but not limited to lift objects up to 50 lbs and sit for extended periods of time

EDUCATION AND EXPERIENCE:

High School diploma; or any combination of education and experience that would provide the applicant with the desired skills, knowledge and ability required to perform the job.

NECESSARY SPECIAL REQUIREMENTS:

Valid Oregon State commercial drivers' license

ICC Physical Card

Meets ODE requirements for bus driver

First Aid Card

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.