



# MARCOLA SCHOOL DISTRICT 79J

38300 Wendling Rd. • Marcola, OR 97454  
Phone (541) 933-2512 • Fax (541) 933-2338  
www.marcola.k12.or.us

Terry Augustadt, Superintendent • Heather VanderPloeg, Business Office Assistant

Students, Staff, and Community - Dedicated to Excellence

## EMPLOYMENT OPPORTUNITY

### 2020-2021 Bus Driver/Custodian

<b>Role</b>	Bus Driver/Custodian
<b>Supervisor</b>	Facilities/Transportation Director and Superintendent
<b>Posting Date</b>	December 7, 2020
<b>Closing Date</b>	December 11, 2020
<b>Hours</b>	<b>Full time</b> - 32 hrs, 4 days per week - days and hours will vary by needs of the district, generally but not limited to afternoon/evening hours. <b>10 months</b> - additional seasonal work may be available.
<b>Salary</b>	\$17.28-\$19.85 per classified collective bargaining agreement
<b>Starting Date</b>	TBD

### Marcola School District Vision

Candidates will possess the following qualifications that support our district vision  
"Students, Staff and Community Dedicated to Excellence"

### Job Summary

#### BUS DRIVER:

This position safely operates all school buses under all types of weather conditions, including, but not limited to fog, rain, sleet, snow, and ice. Responsibilities include safely transporting students and other authorized persons over regular "to and from school" routes, and on field, co curricular, and special or extra activity trips as authorized by the school district officials. The driver must interact in a positive, professional manner with students, parents, the public, and school authorities. The drivers must prepare reports; know and observe rules and regulations governing the performance of his/her duties.



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## CUSTODIAN:

The school custodian plays an essential role in maintaining the building and physical plant, and supports a learning environment that promotes health, attitude and pride of students. In addition to regular building maintenance functions, the school custodian provides direct support to classroom teachers in set up and maintenance of furniture and equipment. The school custodian also serves as a role model for students by displaying a professional, courteous, and helpful nature. The school custodian assists with building/campus security as necessary and provides support and works closely with the building administrator during day and evening activities.

## Essential Duties & Responsibilities

*Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.*

## BUS DRIVER:

1. Drives school bus on scheduled routes and trips in support of District approved activities, both within and outside the school district boundaries.
2. Communicates with parents to provide and/or exchange information on the student as necessary and consistent with district policies and requirements. Maintains full confidentiality of student information as required by FERPA rules.
3. Operates all school bus equipment and accessories, including, but not limited to, adaptive equipment for special needs (e.g., wheelchair lifts).
4. Demonstrates knowledge of regulations, skill and adherence to Oregon Department of Education (ODE) requirements for transporting students with special needs.
5. Demonstrates skill in pupil management and ability to attend trainings regarding special needs transportation as required.
6. Adheres to requirements and demonstrates compliance with ensuring lifts, seat belts, securement straps and attachments of wheelchairs and other safety equipment are in proper working order and correctly used to manufacturer specification and District standards.
7. Completes pre-trip and post-trip inspection (clean school buses, including interior/exterior sweeping and washing), as required by department standards and supervisory directives.
8. Maintains control of student passengers, as related to safety and behavior consistent with district policy and procedures. Reports unsafe actions or conditions.
9. Successfully completes school bus driver training programs and courses established by the state, and completes training programs and courses as offered by the transportation department.
10. Completes legible and accurate forms, records, timesheets, and other documentation as may be required by the state or District policies.
11. Operates all hand and foot controls installed in a school bus as required by state and school bus specifications.



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12. When and if an emergency arises, the driver must render first aid to the injured, make proper reports of accidents, and safeguard other vehicles.
13. Operates a school bus in accordance with the laws of the state and policies.
14. Clean the interior and exterior of the bus/van.
15. Performs required operational and safety inspections of the school bus and related equipment.

## CUSTODIAN:

1. Cleaning Functions:
  - a. Sweep, mop, vacuum, scrub, and refinish floors; clean, dust and polish furniture; wash windows and walls; clean restrooms; dispose of rubbish, change lights, etc.; make certain all areas of the building are kept in a clean, sanitary and orderly condition according to industry and/or district standards.
  - b. Pick up litter within the schools and on school grounds.
  - c. Assure safety during inclement weather including shoveling, salting, providing slip protection on wet floors, securing against wind damage, snow removal from roofs, etc.
  - d. Apply cleaning chemicals according to established safety procedures.
  - e. Adhere to safety measures for cleaning, lifting, moving, and operating equipment.
  - f. Perform minor repair and maintenance as authorized by district maintenance staff.
  - g. Report any maintenance items in need of repair.
  - h. Report any hazards conditions requiring attention
  - i. Remove extraneous dirt/markings from interior and exterior vertical/horizontal surfaces (walls, doors, etc.).
  - j. Operate HVAC system of assigned school; change belts, lubricate, or make adjustments as needed.
2. Administrative Functions:
  - a. Recognize the need for maintenance service requests according to district procedures. Follow through to assure that maintenance is performed in a timely manner.
  - b. Request cleaning supplies and materials needed to accomplish assigned tasks.
  - c. Maintain awareness of energy conservation and make suggestions of methods and procedures to consider energy.
  - d. Secure equipment and supplies and protect against pilferage, loss, theft, or abuse.
3. Safety and Security:
  - a. Conduct daily inspection and otherwise maintain awareness of, facility and equipment to detect and prevent injuries or damage.
  - b. Secure school buildings to insure proper building security at all times. Lock, secure and code out building at end of shift.
  - c. Verify that emergency equipment is maintained and repaired as need be.



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d. Assist in implementing emergency planning and response.

Performs other duties as assigned.

## Supervision and Controls over the work:

Bus Driver: Work is performed independently and without direct supervision consistent with training, district policies and procedures, equipment safety rules, traffic safety rules, laws, and regulations. Work is evaluated for safety, compliance, and equipment operation.

The school custodian receives day-to-day direction from the school administrator(s) and receives specific performance requirements from the supervisor for maintenance/custodial. The school custodian operates within district and school policies and procedures, and by applying acceptable custodial standards, Labor and Industry standards, and OSHA standards.

## Qualifications

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

1. Graduation from high school or equivalent, or at least two years of custodial or transportation experience may substitute for the education requirement.
2. Ability to communicate and maintain good working relations with all District employees, vendors, contractors, and public entities.
3. Ability to work effectively in an environment with frequent interruptions requiring the ability to concentrate and consistently produce accurate work while responding to interruptions and changing priorities.
4. Initiative and ability to work with minimal direction; sound judgment and decision making capabilities are essential.
5. Knowledge of state and local codes related to assigned trade/craft. Knowledge of laws, codes, rules, policies and regulations relating to pupil transportation, including transporting students with special needs.
6. Possess or be eligible to acquire a Commercial Drivers License and possess a safe driving record. Be able and willing to operate district-owned vehicles.
7. This position is subject to random drug testing under Department of Transportation guidelines and in compliance with District Anti-drug and alcohol prevention programs.



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8. Possess or be eligible to obtain a school bus driver's certification and any appropriate licensing endorsement.
9. Possess first aid certification and be willing and able to apply emergency first aid. May be required to operate a defibrillator.
10. Ability to work using ladders, scaffolding, mechanical lifts and district vehicles. Ability to spend most of the work day standing, lifting, and walking. Ability to lift up to 50 pounds and move heavier materials using appropriate equipment.

## Physical Demands and Work Environment

*The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

1. While performing the duties of this job, the employee is frequently required to bend, sit, talk, move about, hear and speak. Noise level may be high when operating power equipment. Employee may be required to work in restricted spaces which includes crawling and/or climbing as working at heights. Required to stand, be on feet, and move around for a full work shift.
2. Ability to work using ladders, scaffolding, mechanical lifts and district vehicles. Ability to spend most of the work day standing, lifting, and walking. Ability to lift up to 50 pounds and move heavier materials using appropriate equipment.
3. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
4. Employee is required to properly use and update knowledge of safety equipment and processes appropriate to the work in order to prevent injury to self or others.
5. Ability to communicate in person, by radio, electronically and over the phone. Ability to use computer equipment to complete reports, generate service orders, maintain inventories, etc.
6. Required to work in all weather conditions. The employee is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals. It may be expected that the individual could be exposed to blood or other potentially infectious materials or illnesses during the course of his/her duties.
7. The employee may be exposed to infectious disease as carried by students.

## Terms of Employment

Salary to be determined by the Classified Collective Bargaining Agreement. Work schedules to be determined by the Superintendent or designee and will be based on the operational needs of the district.



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## Application Requirements

- Cover Letter
- Resume
- Completed Application

To apply for this position, applicants must visit [www.marcola.k12.or.us/about/employment](http://www.marcola.k12.or.us/about/employment) to begin the application process. Applicants should be prepared to submit electronically a Cover Letter and Resume for the desired position. A staff member will review each submission and contact applicants with next steps.

Applicants who are unable to electronically apply for this position can still apply via mail. Send cover letter and resume to Marcola School District Attn: Heather VanderPloeg 38300 Wendling Road, Marcola OR 97454. You can also email documents to [hvanderploeg@marcola.k12.or.us](mailto:hvanderploeg@marcola.k12.or.us)

Internal applicants please send a Letter of Intent to: Heather VanderPloeg - [hvanderploeg@marcola.k12.or.us](mailto:hvanderploeg@marcola.k12.or.us)

Thank you for your interest in the Marcola School District.

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### **EEO and ADA Information**

*Marcola School District is an affirmative action/equal opportunity institution. The district does not discriminate in employment, treatment in, admissions to, or access to its programs, activities, and services on the basis of race, color, age, sex, national origin, disability, or otherwise proscribed by applicable state and federal laws and regulations. Marcola School District will provide reasonable accommodations for the known disabilities of all applicants upon request and with appropriate advance notice.*

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