



38300 Wendling Road
Marcola, OR 97454
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www.marcola.k12.or.us

Terry Augustadt - Superintendent

Heather Vanderploeg - Executive Assistant

EMPLOYMENT OPPORTUNITY

INTERNAL AND EXTERNAL JOB POSTING

#SPED Driver-04132021

2021-22 SPED Driver

Posting Date	April 19, 2021
Closing Date	Open until filled
Job Title	SPED Driver Friday's or as needed
Starting Date	ASAP
Reports To	Transportation Director & Superintendent
Salary	Based on Classified Bargaining Agreement Salary Schedule
Location	Marcola School District

We want to talk to you! [APPLY HERE](#)

Marcola School District Vision

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

Job Summary

Drives District van to safely transport Special Education students between homes and schools, or as assigned.

The distinguished difference between a regular route Bus Driver and a Special Education bus driver is by the requirement to drive busses for smaller passenger loads, supervise the behavior of Special Education students requiring individualized attention and/or specialized physical care, and deliver students directly to their homes or the location of their guardian.

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.

1. Drive special education route school busses/vans as prescribed by assigned route, time schedule and specified bus stops. Determine whether to wait for student's guardian when not at arranged meeting place/time, affecting the timing of subsequent stops, or to make another attempt at a later time to deliver the student.
2. May operate wheelchair lift, tie-down, and seat belts to load and unload students.
3. Perform pre-trip inspection of bus brakes, tires, emergency exits, lights, instruments, emergency equipment, and general operability; maintain interior cleanliness of bus/van.
4. Complete required reports of odometer readings, bus malfunctions, student conduct, and trips.
5. Attend and participate in required classroom training programs, departmental meetings and planning sessions.
6. Drive busses/vans for special excursions as assigned.
7. Communicate problems to District supervisory, routing and maintenance personnel or school administrators as necessary. Operate two-way radio cell phone.
8. May be required to drive regular routes as scheduling and/or relief driving requirements dictate.
9. Perform related work as required.

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. Possession of a valid State of Oregon Bus Driver's license
2. Successful completion of core classes, training in first-aid, a physical examination, and faultless driving record.
3. Thorough knowledge of the operation and capabilities of District busses/vans and equipment.
4. Ability to drive safely under pressure of time constraints, student misbehavior, hazardous road conditions, and traffic demands.
5. Punctuality and ability to pace activity to meet time schedules.
6. Knowledge of student behavioral management techniques and ability to control large groups of students.
7. Ability to represent the District's objectives of courtesy and responsibility to the public.
8. Ability to remain available for evening or weekend meetings or driving assignments.

PHYSICAL DEMANDS

The physical demands 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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk; stand; sit; use hands for fine manipulation, handle or feel and reach with hands and

arms. The employee is occasionally required to stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 25 pounds and occasionally up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, ability to adjust focus and peripheral vision.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Incumbents work split shifts. Driving assignments may require driving evenings, outside District boundaries or during snowstorms or other hazardous road conditions. Incumbents may be exposed to risk of accident, exhaust fumes, and noise level of passengers or bus/van equipment is usually low to moderate. The employee is occasionally exposed to wet or humid conditions and outdoor weather conditions. Employee may be exposed to bloodborne pathogens.

Employer Website: www.marcola.k12.or.us

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 prescribed 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.

Terms of Employment

Salary to be determined by placement on the salary schedule in the Certified Collective Bargaining Agreement. Work schedule to be determined by the Superintendent or designee and will be based on the operational needs of the district and the Certified CBA.

Please submit your application including the additional required documents by following this [link](#) OR mail to MSD Human Resources Attn: Heather VanderPloeg 38300 Wendling Road, Marcola, OR 97454 OR email documents to hvanderploeg@marcola.k12.or.us

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

Application Requirements

- Cover Letter
- Professional Resume
- Minimum of 3 Letters of Recommendation with one from a current or former supervisor
- [Completed Application](#)

Marcola School District is an Equal Opportunity Educator and Employer