



Parkrose Public Schools

10636 NE Prescott

MULTNOMAH COUNTY

SCHOOL DISTRICT NO. 3

Portland Oregon 97220
503-408-2100/503-408-2140 fax
www.parkrose.k12.or.us

Classification H1

JOB DESCRIPTION

Core Job: School Bus Driver/Trainer-Flex Schedule

Job Purpose Statement

The job of a “District School Bus Driver/Trainer”, is to safely operate a passenger bus, for the purpose of safely transporting students over scheduled routes and/or to/from school and district sponsored events. Driver’s enforce rules, regulations, and laws to ensure the school bus is operating safely; and ensure the safety of students during transport and while loading and unloading from the school bus. Trainers instruct drivers in accordance with the Oregon School Bus Drivers training program, Behind-the-Wheel. They administer tests, provide driving demonstrations and facilitate ride-a-longs and observes drivers.

Schedule – This is a 40 hour a week – Monday through Sunday - position that works flexible days and hours.

Essential Job Functions

- Minimum of two (2) years of progressively responsible experience in pupil transportation or driver instruction.
- Operates District school buses for the purpose of safely transporting students over scheduled routes, to/from school or other approved designated school activities.
- Operates District school buses in accordance with District policies and procedures, and in compliance with all Board policies, codes and State of Oregon traffic laws and regulations (OAR’s and ORS’s).
- Strong understanding and history of successful customer service and ability to establish and maintain effective relations with students, patrons and staff.
- Effective oral and written communications and ability to use radio as communication device.
- Maintaining discipline on the bus and to cope with student conduct.
- Supervise, assist and instruct students and other passengers in safe bus riding practice, entry and exiting of the bus during regular and emergency situations.
- Performs designated pre-trip and post-trip inspections of the assigned school bus in accordance with District policies and procedures and laws of the State of Oregon. Inspects assigned vehicles (i.e. brake system, oil levels, coolant, tire pressure, exterior condition, etc.) for the purpose of ensuring that the vehicle is in a safe operating condition.
- Assesses potential emergency situations for the purpose of taking appropriate action to protect the well being of passengers.
- Immediately reports and identified mechanical or operational defects in the assigned school bus in compliance with District policies and procedures.
- Reports all incidents, complaints, accidents and/or potential emergency situations in compliance with District policies and procedures.
- Cleans assigned vehicles, both interior/exterior, for the purpose of maintaining appearance, sanitation and safety of vehicle.

- Instructs students and/or passengers twice yearly on safe bus riding and evacuations as required by administrative requirements pertaining to School Buses: OAR 584-053-0210.
- Prepares all required reports, forms or other documents as required by the District.
- Is knowledgeable and complies with District policies and procedures and State of Oregon regulations regarding the operation of a school bus.
- Experience working with culturally diverse families and communities.
- Instructs drivers in accordance with the Oregon school bus drivers training program Behind the Wheel.
- Provides required certification training to coaches, chaperones, etc. in order to drive Type 10 vehicles.
- Administers Written and Behind-the-Wheel tests for activity drivers.
- Trains newly hired and regular school bus drivers during training and/or demonstrations.
- Facilitates ride-a-longs and observes drivers to ensure that all safety rules and regulations are being followed.

Other Job Functions:

- **Assists** other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- **Fuels** and installs oil or coolant to assigned vehicle for the purpose of maintaining vehicle in a safe operating condition.
- **Provides** courier services for the purpose of transportation.
- **Washes** and cleans buses.
- **Assists** other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- **Fuels**, if necessary, assigned vehicle for the purpose of maintaining vehicle in a safe operating condition.
- **Collect** and maintain evacuation drill records.
- **Assist** during inclement weather conditions.

Job Requirements - Qualifications:

Experience Required Prior job related experience is necessary and you must be 21 years of age or older.

Skills, Knowledge and/or Abilities Required

- **Skills:** are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: completing thorough pre-trip inspections, operating school buses, administering first aid and preparing and maintaining accurate records.
- **Knowledge:** is required to perform and understand written procedures, write routine documents, and read, speak and write the English language sufficiently to converse with the general public, understands highway signs and signals in the English language, respond to official inquiries and make entries on reports and records. Specific knowledge required to satisfactorily perform the functions of the job including safe driving practices.
- **Ability:** is required to work with others in a variety of circumstances and operate all student transporting equipment. Is also required to work with diverse groups/individuals. Specific abilities required to satisfactorily perform the functions of the job include: maintaining confidentiality, meeting schedules and working as part of a team.
- **Responsibilities:** include maintaining current Commercial Driver's License, First Aid card and Oregon Department of Education School Bus Drivers Certificate and having the aforementioned with you at all times. Attend all required department meetings and trainings. Maintain knowledge of and comply with District and State regulations as they relate to school bus drivers.

- **Regular** Attendance and punctuality must be maintained

Physical Requirements

- The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing and/or pulling; intermittent stooping, kneeling, crouching and/or crawling; and continual manual hand and finger dexterity. Generally the job requires 70% sitting, 15% walking and 15% standing.
- Required to demonstrate as stated in "Physical Examinations OAR" including, but not limited to: physical capacities required to operate a bus: continual sitting, leg/foot use required to depress brake pedal to a pressure of at least 90 pounds and depress clutch pedal to a pressure of at least 40 pounds unless operating an automatic transmission, reaching, handling, grasping, fingering. Frequent twisting, pushing and pulling, e.g., up to 30 pounds of force to manually operate bus entrance door and during an emergency situation, a student(s) might have to be assisted requiring carrying or dragging a 125 pound person 30 feet in 30 seconds or less. Occasional standing, walking, crouching, stooping. Intermittent climbing, e.g., a maximum step height of 17.5 inches to enter bus and in an emergency situation, exits from an emergency door opening of 24 x 48 inches and at least 42 inches from the ground in ten seconds or less, balancing, lifting and carrying.

Senses Requirements

- Possess a reaction time of $\frac{3}{4}$ of a second or less from the throttle to the brake control. Continual hearing and not less than 7/15 in at least one (1) ear. Drivers requiring a hearing aid must wear a properly operating aid at all times while operating a bus. Continual vision requiring near acuity and far acuity of no less than 20/40 in each eye either with or without corrective lenses and binocular acuity of at least 20/40 in both eyes with or without corrective lenses. A field of vision of not less than a total of 140 degrees, depth perception and color vision to distinguish red, green and yellow colors. Drivers requiring corrective lenses shall wear properly prescribed lenses at all time while operating a bus.

Mental Requirements

- Ability to interact and communicate with diverse groups, maintain confidentiality, work as part of a team, comply with schedule time and deadline constraints and work overtime, work independently, supervise others using sound judgment, flexibility and mental alertness to observe weather and road conditions, traffic patterns and student behavior simultaneously. To interpret and/or assist those who are unable to communicate as a result of a visual, speech, hearing and/or physical disability.

License, Certifications, Bonding, and/or Testing Required

- Criminal Justice Fingerprint Clearance – the cost is \$74.00 to the employee and may be a payroll deduction.
- Evidence of Insurability
- Valid Driver's License
- Valid Commercial Driver's License
- School Bus Driver's Certificate
- Current First Aid/CPR Card

REPORTS TO: Supervisor of Transportation

SALARY: **Driver** - Level H1 = Wages range from \$15.58 to \$19.20 an hour depending on experience
Trainer – Receives \$1.00 an hour extra when training

Salary and fringe benefits as per Agreement between Board of Education and
 OSEA (Oregon School Employees Association) Union

This position is subject to random drug testing under Department of Transportation guidelines.

CLOSING DATE: Until Filled

APPLICATION MATERIALS: (see below)

**To apply, you can fill out the application and send it in via email or stop by the District Office to fill one out.
Please send completed applications to Teresa.hooper@parkrose.k12.or.us**

** An Equal Opportunity Employer.*

Applicants with culturally diverse backgrounds are strongly encouraged to apply.



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Classified Application Form

Human Resources Office

503-408-2112

DISTRICT PROCEDURES:

1. Application form, letter of interest and a resume must be submitted to the Parkrose School District Human Resource Office. If you are on staff in the Parkrose School District, you must submit a letter of interest via hard copy or email.
2. When a position is posted as open on our website, current applicants are asked to write a letter of interest to apply for a position.
3. Applicants will be contacted by the building administrator if they are interested in an interview.

Date of Application _____ Date of Availability _____

LName _____ FName _____ MI _____

Address _____
Number Street City State Zip

Home Phone _____ Cell Phone _____ Email _____

Type of job for which you are applying : (Check boxes) Job Posting Number (Mandatory) _____

- ☐ Secretary/Receptionist
- ☐ Custodial
- ☐ Campus Security
- ☐ District Maintenance
- ☐ Food Service
- ☐ Bus Driver

- ☐ Educational Assistant
 - ☐ I meet the NCLB "highly qualified" Educational Assistant criteria (please check one of the criteria listed below:
 - ☐ I possess an Associate Arts Degree or higher (attach an unofficial transcript)
 - ☐ I have two years of academic college courses (72 quarter hour credits minimum-attach an unofficial transcript)
 - ☐ A passing score on a state or local academic assessment test (attach copy of results)

- ☐ I am willing to substitute until hired to a permanent position.

Have you previously applied for a position with, or have you worked for Parkrose School District? ☐ YES ☐ NO

If yes, when and what position? _____

Are you authorized to work in the United States ☐ YES ☐ NO

Do you currently have a CPR/FIRST Aid card? ☐ YES ☐ NO Expiration Date: _____

Have you been fingerprinted by another school district? ☐ YES ☐ NO If yes, where? _____
When? _____

PERSONAL HISTORY

HAVE YOU EVER:

Yes No

- ☐ ☐ Been dismissed from a position?
- ☐ ☐ Been asked to resign from a position?
- ☐ ☐ Been refused continuing employment?
- ☐ ☐ Been investigated for misconduct related to your employment?
- ☐ ☐ Been convicted, pled guilty, or pled nolo contendere to a felony?
- ☐ ☐ Been convicted, pled guilty, or pled nolo contendere to a crime involving abuse or sexual abuse?
- ☐ ☐ Had a report of child abuse or sexual activities involving a K-12 student or minor filed against you with a school district, a state or federal agency, a police agency, or in court?
- ☐ ☐ Had any civil judgment or other court order entered against you resulting from abuse, assault, battery, harassment, intimidation, neglect, stalking, or other threatening behavior toward other persons?

If yes, please explain: _____

IMPORTANT NOTE: Any false statement knowingly made in this application is grounds for disqualification and/or dismissal from employment. If in doubt, disclose and explain rather than conceal. If you answer "no" based upon an expungement, order setting aside, or sealing of a record of a conviction or conditional discharge, you must personally verify with the court directly involved that the expungement, setting aside or sealing actually has taken place. An erroneous belief that a conviction has been expunged, set aside or sealed, when in fact it has not, will be deemed a false statement.

LANGUAGE(S)

Have you been trained or are you fluent in a foreign or second language
(Other than English)?

PROFESSIONAL LEVEL
H=High M=Moderate L=Low

If so, please list languages and proficiency levels.

Language	Able to Translate	Speak	Read	Write
_____	<input type="checkbox"/>	<input type="checkbox"/> H <input type="checkbox"/> M <input type="checkbox"/> L	<input type="checkbox"/> H <input type="checkbox"/> M <input type="checkbox"/> L	<input type="checkbox"/> H <input type="checkbox"/> M <input type="checkbox"/> L
_____	<input type="checkbox"/>	<input type="checkbox"/> H <input type="checkbox"/> M <input type="checkbox"/> L	<input type="checkbox"/> H <input type="checkbox"/> M <input type="checkbox"/> L	<input type="checkbox"/> H <input type="checkbox"/> M <input type="checkbox"/> L
_____	<input type="checkbox"/>	<input type="checkbox"/> H <input type="checkbox"/> M <input type="checkbox"/> L	<input type="checkbox"/> H <input type="checkbox"/> M <input type="checkbox"/> L	<input type="checkbox"/> H <input type="checkbox"/> M <input type="checkbox"/> L
_____	<input type="checkbox"/>	<input type="checkbox"/> H <input type="checkbox"/> M <input type="checkbox"/> L	<input type="checkbox"/> H <input type="checkbox"/> M <input type="checkbox"/> L	<input type="checkbox"/> H <input type="checkbox"/> M <input type="checkbox"/> L

EDUCATIONAL TRAINING

	Name of School	Location	Dates To and From	Degree Earned & Date
High School				
College or University				
Business College				
Other Schooling				

PROFESSIONAL REFERENCES

List three professional references, not relatives, who can evaluate your ability to perform in the position for which you are applying:

Name	Position/Title	Company	Telephone Number

EMPLOYMENT HISTORY

List most recent employment first. PLEASE COMPLETE SECTIONS/ITEMS WHETHER OR NOT YOU SUBMITTED A RESUME. If this section is not completed, your application will not be processed.

Employer _____ Date from _____ Date To _____

Address _____ Phone _____

Supervisor's Name _____ Title _____

Your Job Title _____ Hours per week _____ Hourly Rate _____

Duties _____

Reason for Considering Change/leaving? _____

If currently employed, May we Contact this employer? ☐ YES ☐ NO *If no, why not?* _____

Employer _____ Date from _____ Date To _____

Address _____ Phone _____

Supervisor's Name _____ Title _____

Your Job Title _____ Hours per week _____ Hourly Rate _____

Duties _____

Reason for Considering Change/leaving? _____

If currently employed, May we Contact this employer? ☐ YES ☐ NO *If no, why not?* _____

Employer _____ Date from _____ Date To _____

Address _____ Phone _____

Supervisor's Name _____ Title _____

Your Job Title _____ Hours per week _____ Hourly Rate _____

Duties _____

Reason for Considering Change/leaving? _____

If currently employed, May we Contact this employer? ☐ YES ☐ NO *If no, why not?* _____

CUSTODIAL/MAINTENANCE/GROUNDS APPLICANTS:

Are you available to work nights? ☐ YES ☐ NO

Check areas in which you have had either training (TR) or experience (EXP):

	TR	EXP	CURRENT LICENSE/ CERTIFICATION		TR	EXP	CURRENT/LICENSE/ CERTIFICATION
Electrical				Painting			
Plumbing				Custodial			
Carpentry				Landscape			
Mechanical				HVAC			

If you marked experience, please explain how your experience was attained: _____

BUS DRIVER/SECURITY/FOOD SERVICES

Check areas in which you have had either training (TR) or experience (EXP):

BUS DRIVERS	TR	EXP	SECURITY	TR	EXP	FOOD SERVICE	TR	EXP
CDL			Private Security			Food Handler's Card		
			Worked with Police Enforcement					
			Worked with potential emergencies in schools					
			Worked with alarm systems					