

## **Black Butte School District #41 Job Description**

**Position: Transportation Specialist**

**Reports to:** District Administrator

**FLSA Status:** Non-exempt

***Job Purpose Statement:***

To ensure Black Butte School children entitled to transportation receive safe, comfortable, and prompt transportation to and from school.

***Required Education and/or Experience:***

The ideal candidate will hold a current Bus Driver's License, pass a physical exam (including drug screen), be able to perform assigned tasks, and have demonstrated aptitude for successful fulfillment of assigned performance responsibilities.

***Additional Qualifications:***

1. At least 21 years of age
2. Current basic First Aid/CPR/AED certifications
3. Oregon Driver's License and approved driving record
4. Class B CDL with passenger endorsement and air brake endorsement
5. Pass required background checks and physical examination

***Required Skills and Dispositions:***

**Demonstrated knowledge and skills** in essential bus maintenance and mechanics. Ability to effectively manage time. Effective written and interpersonal communication skills.

**Ability and willingness** to effectively, cooperatively, and routinely communicate and work with families, students, school staff, School Board, and community members to address any needs associated with transportation. Ongoing familiarity with school policies and practices. Diligence in keeping applicable records and reports. Willingness to perform other tasks as assigned.

***Duties and Responsibilities:***

1. Maintain familiarity with Oregon laws governing school bus operation and all laws governing operation of motor vehicles. Obey laws governing motor vehicle and school bus operation.
2. Report all cases of misconduct on the part of students to the Head Teacher immediately, and when circumstances require, enforce discipline on bus by such means as are authorized by law and District policy.
3. Complete repairs in a timely manner and report any faulty or defective bus operation to the District Administrator.
4. See that bus is fueled and kept clean inside and out.
5. Operate bus and supervise passengers in accordance with the provisions of the official Transportation Handbook of the State Department of Education.
6. Maintain assigned bus route with regards to time and safety.
7. Never permit unauthorized person to operate bus entrusted to the driver's care.