

Cosmopolis School District No. 99

1439 Fourth Street Cosmopolis, Washington 98537 (360) 532-7181 www.cosmopolisschool.com

Principal/Superintendent, Ann Tracey

Position: SUBSTITUTE BUS DRIVERS

Rate of Pay: \$20.54/hour

Term: On-call Position

Hours: Hours vary

Qualifications:

- Graduation from high school or evidence of equivalent educational proficiency.
- Valid license to drive a school bus.
- Must satisfactorily complete the Washington State School Bus Driver's Training Course
- Possess a valid Washington State School Bus Driver's Certificate
- Knowledge of: safe driving practices; operation of large passenger transportation vehicles and the laws governing their use; basic safety checks and preventive maintenance requirements of automotive equipment.
- Ability to drive a school bus and other vehicles, observe safe driving practices; maintain appropriate student behavior on a school vehicle; work well with children with special needs; and learn proven methods for bus servicing and safety checks; ▪ Perform simple record keeping and clerical duties.
- Observe all mandatory safety regulations for school buses.
- Understand and follow oral and written directions.
- Establish and maintain a cooperative working relationship with those contacted in the course of work. ▪ Ability to communicate effectively with students, parents, faculty and supervisors.
- Must be able to perform multiple tasks simultaneously with demonstrated ability to be flexible and versatile ▪ Must be able to lift, carry, push, and/ or pull up to approximately 100 pounds with periodic lifting and/ or carrying of objects weighing up to 50 pounds. Ability to carry on normal visual and hearing activities. Physical dexterity in limbs and digits necessary to operate a motor driven vehicle.
- A physical examination is required prior to employment to this position.
- Bus drivers will be required to wear appropriate attire.
- First Aid card & CPR endorsement / Hepatitis B/ HIV training/ WSP-FBI background clearance.

Responsibilities:

- Drive a school bus over designated routes according to established time schedules.
- Pick up and discharge students at designated stops; escort students across streets when necessary; supervise the conduct of students being transported following District policy and contact with the parents and citizens.
- May transport students and teachers on various special event trips.
- Sweep, clean and polish interiors and exteriors, and perform regular daily safety checks on buses and report mechanical defects if any are noted.
- Keep simple records such as daily log of routes, miles traveled and students transported, and may make related reports in the Transportation Department office.
- Refuel, check oil and water levels, check tires, brakes, gauges, electrical systems, warning lights and buzzers, emergency fire extinguishers and flares, and emergency exits and doors; may suggest route changes and stops; map route times. ▪ Take practice runs as necessary to become familiar with routes; exercise responsible leadership when on out of district school trips.
- Report all accidents and complete required reports.

To request an application, please contact Human Resources at 1439 Fourth St., Cosmopolis, WA, 98537 (360) 532-7181 or visit our website at www.cosmopolisschool.com. If you have a current application with the Cosmopolis School District and would like to be considered for this position, please submit a letter of interest to Human Resources.

EQUAL OPPORTUNITY EMPLOYER

The Cosmopolis School District No. 99 shall provide equal employment opportunity and treatment for all applicants and staff in recruitment, hiring, retention, assignment, transfer, promotion and training. Such equal employment opportunity shall be provided without discrimination with respect to age, race, color, creed, national origin, marital status, gender, sex, sexual orientation including gender identity, presence of any sensory, mental for physical disability, or the use of a trained dog guide or service animal by a person with a disability in its programs and activities and provides equal access to other designated youth groups. The district may give preference to a United States Citizen over an authorized alien if two candidates are equally qualified. Inquiries regarding compliance and/or grievance procedures may be directed to the Title IX/RCW 28A.640 Officer and Section 504 and the Americans with Disabilities Act Coordinator, Ann Tracey at 1439 Fourth St., Cosmopolis, WA 98537 (360-532-7181.)