

**CLASSIFIED VACANCY ANNOUNCEMENT**

**Position: Bus Driver**

Location: Department of Administrative Services

Type of Assignment: 215 days, 8 hours per day

Salary: Range 26

Under general supervision, operate a school bus over designated routes within an established time schedule, transport students to and from school and on special event trips, perform daily inspections of a bus or transportation equipment; perform a variety of semi-skilled manual tasks in the maintenance, operation, custodian and grounds departments; performs other related work as required.

**QUALIFICATIONS:**

**Experience:** Five years of experience in operation of a motor vehicle.

**Education:** Graduation from high school, or equivalent; completion of a school bus driver training program.

**Knowledge and Skills:** Safe driving practices and techniques; basic first aid procedures and techniques; safety and maintenance requirements of bus and other pupil transportation equipment; provisions of the California Motor Vehicle Code, Title 13, and the Education Code applicable to the operation of vehicles in the transportation of school children; drive a school bus and other transportation equipment safely and efficiently; maintain appropriate student behavior on a school bus or other transportation equipment; perform appropriately in situations requiring tact and diplomacy; understand and carry out oral and written directions; establish and maintain an effective working relationship with those contacted in the course of work; including positive school community relations.

**Required Licenses and Certificates:** A valid California Class A or B Driver's License; a valid California School Bus Driver's Certificate, with zero restrictions; insurability by the District's liability insurance carrier; medical DL-51 and CHP First Aid Card, or equivalent; DMV Driving Record Print-out. A physical examination is required prior to employment to this class and every two years thereafter.

**JOB DUTIES MAY INCLUDE, BUT NOT LIMITED TO:**

Drive a school bus as assigned, over designated routes in accordance with time schedule, adhering to safe road conditions; pick up and deliver school children; stop traffic and escort children across the street when and where necessary; maintain good order among the students on the bus and students waiting at the bus stops utilizing assertive discipline; follow District policies regarding the disciplinary action of children; keep records and make reports including pre-trip inspections, mileage log, fuel, student load count, etc.; enforce bus pass procedures, i.e. check for passes, collecting money, making referrals, etc.; assist in maintaining the bus in a clean and safe operating condition; be responsible for bus readiness; drive all District equipment safely and efficiently; maintain necessary valid licenses at all times; do the necessary work as directed pertaining to the job descriptions of maintenance, grounds, and custodians; inspect and report any and all mechanical defects and malfunctions; sweep and refuel buses; install and remove tire chains; remove snow as required; adhere to District radio communication procedure; serve as behind the wheel trainer, if trained and assigned to do so; perform other related duties as assigned.

**WORKING CONDITIONS AND PHYSICAL DEMANDS:**

Work requires some physical exertions such as long periods of standing, walking, recurring bending, stooping, reaching or lifting moderately heavy objects; work requires above average agility and dexterity; seeing to monitor students on bus; hearing and speaking to provide assistance and exchange information related to rider ship; moderate risks or discomforts such as working around moving parts, machines or chemicals. Operate school buses or vehicles of various sizes for prolonged periods of time requiring constant attention to traffic and road conditions while maintaining appropriate student behavior. Some extreme road and traffic conditions occur during inclement weather.

**APPLICATION PROCESS:**

Applicants shall apply through Edjoin, [www.edjoin.org](http://www.edjoin.org). A link to this posting may be found on the District website, [www.rimsd.k12.ca.us](http://www.rimsd.k12.ca.us), Personnel, Career Opportunities.

Applications must be completely filled out in detail and clearly show that the applicant meets the minimum qualifications as set forth in the announcement. Resumes may be submitted for any position, but not in lieu of a District application. Certificated positions must include a detailed resume summarizing educational preparation and experience and a placement file or three professional reference letters. Applicants wishing to apply for more than one position must submit a separate application for each position. The district does not return materials submitted in applications for a position.

A completed application and related materials must be received by Personnel Services no later than 4:30 p.m. on the date of the application deadline. Applications received after the filing deadline will not be accepted for any reason, and failure to submit all required application materials may result in the applicant not being considered for the position. A postmark is not acceptable for this purpose. Submission of application and related materials is the applicant's responsibility. The district reserves the right to re-advertise the position or to delay indefinitely the employment of a person for a position if it is deemed that the applicants for the position do not constitute an adequate applicant pool. Applicants should promptly notify Personnel Services of any change of address and/or phone number.

All application materials are subject to investigation and verification. False statements will be cause for disqualification, removal from Eligibility List, or discharge from employment.

**SELECTION PROCESS:** A screening committee will conduct all minimum qualification appraisals as set forth on the announcement and reserves the right to limit the number of interviews granted. Meeting the minimum qualifications for a position does not assure the applicant of an interview. Applicants selected for an interview will be notified of the time and place of the interview. Interviews are usually held at the District Office and are conducted by an Interview Committee. A second level interview may be required. Travel costs related to an interview will be borne by the applicant.

In the interview, consideration will be given to various factors, including, but not limited to, education and work experience, self-development, job knowledge and/or competitive ability to apply it effectively, interpersonal skills, adaptability, initiative, sensitivity, and commitment to meet student needs.

**NON-DISCRIMINATION NOTICE:** Rim of the World Unified School District does not discriminate on the basis of race, color, national origin, age, religion, political affiliation, gender, mental or physical disability, sex orientation, genetics, or any other basis protected by federal, state or local law, ordinance or regulation, in its educational program(s) or employment. No person shall be denied employment solely because of any impairment which is unrelated to the ability to engage in activities involved in the position(s) or program for which application been made.

If you need a reasonable accommodation to participate in the hiring process, Rim of the World Unified will provide you with one upon notice.

**APPOINTMENT:** All employment offers are conditional based upon the successful completion of (1) a freedom from tuberculosis report prior to the starting date, (2) an I-9 form and supporting documents establishing proof of the individual's identity and legal right to work in the United States, as mandated by the Immigration Reform and Control Act of 1986, prior to the starting date (an example would be a driver's license and social security card), (3) approval by the governing Board of employment based on the recommendation of the Superintendent. Continuation of any position is contingent upon funding.

**PROBATION PERIOD:** Classified employees serve a probationary period for 6 months. If performance is not satisfactory, an employee may be terminated without cause and recourse during the probationary period.

**UNION MEMBERSHIP/AGENCY FEE:** Classified employees may join the Chapter (CSEA) as a member within 30 days of employment.

**RIM OF THE WORLD UNIFIED SCHOOL DISTRICT IS A SMOKE-FREE WORKPLACE (1/27/95)**

**NOTE: THE INFORMATION LISTED ABOVE DOES NOT CONSTITUTE AN EXPRESSED OR IMPLIED CONTRACT, AND MAY BE MODIFIED OR REVOKED BY THE DISTRICT WITHOUT NOTICE.**

**-Rim of the World Unified School District is an equal opportunity, affirmative action Employer-**