

**Stanwood-Camano School District  
Human Resources  
Job Description**

**TITLE:       Driver**

**GENERAL SUMMARY**

Responsible to operate school buses, and other district vehicles, under all types of weather conditions including but not limited to fog, rain, hail, sleet, snow and ice. Transports students and other authorized persons over regular “to and from” routes and on filed trips, extra-curricular and special or extra activity trips as authorized by school district officials.

**MINIMUM QUALIFICATIONS**

**Education and Experience**

- High school diploma or GED (General Education Degree).
- Minimum age 21.
- Valid Washington State Driver’s License with Class A or B Commercial Driver’s License (CDL) endorsement.
- Valid First Aid and CPR certificates required.

**Required Knowledge, Skills and Abilities**

- Ability to pass physical examination.
- Ability to read, write and follow written instructions.
- Ability to be flexible, organized and manage time effectively.
- Ability to show tact and good judgement.
- Ability to remain calm in stressful situations.
- Skills in public relations and confidentiality.
- Skills in verbal and written communication.

**DUTIES AND RESPONSIBILITIES**

- Drive a school bus, or other district vehicle, on scheduled routes and/or on all types of trips in support of district approved activities, both within and outside school district boundaries.
- Pre and Post inspection, clean school buses and related equipment as required by state and district policy.
- Maintain control of student passengers as related to safety. Report unsafe acts or conditions which require the attention of any person other than the driver.
- Complete forms , records and reports as required by the state or local school district policies.
- Successfully complete school bus driver training programs and courses established by the State Superintendent of Public instruction or the school district.

- Operate a school bus in accordance with the laws of the State of Washington and policies promulgated by the Superintendent of Public Instruction.
- Clean and service the school bus to include the interior/exterior sweeping, washing and installation of fuel.
- Operate all hand and foot controls installed in a school bus as required by Washington State (Minimum) School Bus Specifications.
- Perform basic first aid as appropriate, which may include CPR.
- Legible and accurate completion of forms, records, time sheets, trip requests, route studies, trouble reports, misconduct reports, accident reports, and other clerical type activities as may be required.
- Attend all mandatory meetings.
- Perform other driver related duties as directed by local school district policies.

**SUPERVISOR:      Transportation Director**

**6/8/01**