



**Centralia School District
Job Description
Van/Car Driver**

Reports to: Director of Transportation

Location: Transportation

Bargaining Unit: Public School Employees'

FLSA Status: Non-Exempt

Job Summary:

School bus van drivers ensure the safe transport of students on scheduled routes and/or special trips including utilizing school district owned vehicles.

Required Qualifications:

- High School Diploma or equivalent
- Minimum of five (5) years driving experience
- Valid Washington State Driver's License
- Ability to pass a physical examination from a licensed health care provider
- Possession or ability to obtain a first aid card
- Ability to pass a federal and state background check
- Possession of a driving record free of all major violations such as a DUI or negligent driving with a limited number of minor violations
- Ability to problem solve by identifying issues and creating action plans
- Ability to communicate effectively, possess awareness of self and others, listen actively, be patient, incorporate humor/lightheartedness into work, be empathic, possess a growth mindset, and be customer-service oriented
- Ability to maintain confidentiality in all aspects of employment
- Ability to support the District's vision, mission, goals, and culture code including the belief that all students can succeed
- Ability to adhere to safety practices, understand applicable codes, policies, and regulations, to maintain accurate records
- Knowledge of area streets and locations or ability to learn
- Knowledge of emergency evacuation techniques or ability to learn
- Knowledge of health standards and hazards or ability to learn
- Ability to utilize wheelchair tie-downs, child safety seats, and lifts
- Ability to perform non-technical tasks with the ability to enhance skills over time
- Ability to perform the essential functions of the job with or without reasonable accommodations

Preferred Qualifications:

- Ability to speak Spanish
- Successful experience working with diverse individuals
- Successful experiencing working with adolescents

Essential Functions:

- Transports students in a school van/car in accordance with all applicable laws, rules, regulations, policies, and procedures
- Performs daily pre-trip and post-trip inspections
- Responds to inquiries from students, families, and school personnel regarding transportation services
- Reports observations and/or incidents (discipline, accidents, etc.) in accordance with school district policies and procedures
- Ensures students and other passengers are safe and secure during transport
- Informs, teaches, and enforces behavior expectations of all passengers
- Assists students and other passengers in the proper procedures during the loading and unloading of van/car during both normal transit and emergency situations
- Conducts emergency evacuation drills in accordance with OSPI policies
- Redirects student behavior appropriately
- Develops and maintains appropriate relationships with students, families, and other staff
- Attend trainings and meetings as directed or appropriate
- Other duties as assigned

Salary: \$17.97 - \$22.09 per hour, depending on experience

Work schedule: 4-6 hours per day, 190 days per school year

Benefits:

9 paid holidays; 3 personal leave days; 11 sick leave days; health insurance including medical, dental, vision, life insurance, and long-term disability insurance through [SEBB](#); State retirement through [DRS](#); other fringe benefits as allowed under the [Public School Employees' Collective Bargaining Agreement](#)

Application Procedures:

Anyone interested in this position should apply through www.edjobsnw.org AND submit a letter of interest to Gibb Kingsley, Director of Transportation at gkingsley@centralia.wednet.edu. Current employees of Centralia School District need only to send a letter of interest to Mr. Kingsley.

Working Condition and Physical Effort Requirements

	Seldom or Never	Monthly	Weekly	Daily	Hourly
Lift/push/pull/carry objects up to 10 lbs.					X
Lift/push/pull/carry objects 11-20 lbs.					X
Lift/push/pull/carry objects 21+ lbs.					X
Standing up to one hour at a time				X	
Standing up to two hours at a time			X		
Standing for more than two hours at a time			X		
Stooping and bending				X	
Ability to reach and grasp objects					X
Manual dexterity or fine motor skills					X
Ability to communicate orally					X
Ability to hear					X
Proofreading and checking documents for accuracy				X	
Using a computer and computer software			X		
Using various technology tools			X		
Working in a normal office environment with few physical discomforts		X			
Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variations, or other conditions				X	
Working in an area that is very uncomfortable due to extreme temperatures, noise levels, or other conditions				X	
Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises, or muscle pulls				X	
Operating school buses, light and heavy-duty trucks & automobile and/or vans				X	