

## Substitute Bus Driver

*The Ashwood School District #8 is looking for qualified individuals to work as substitute bus drivers. Qualified individuals will have the opportunity to receive continuing education training at the cost of the District.*

POSITION: Substitute Bus Driver

Persons hired will perform bus driving duties to work as substitute bus drivers on regular routes and or on athletic and activity trips.

PAY RATE: 2021/2022 Pay Rate is \$25.00 per hour. There are no fringe benefits attached to this position.

QUALIFICATIONS: Must Possess:

1. High School Diploma or equivalency.
2. Clean driving records.
3. The ability to pass an Oregon Fingerprint-Based Criminal Record Check and a DOT pre-employment drug and alcohol test.
4. A Current Oregon Type B Commercial Driver License with a clear safety record.
5. Valid ODE Bus Driver Certification preferred, but not required (District can provide training)
6. Holds, or can obtain, CPR and First Aid Certification.
7. The ability to effectively follow directions of supervisory staff, communicate openly and to maintain a positive attitude.

EXPERIENCE: Experience with transporting students in Type 10 and 20 transportation vehicles is desirable but not necessary to being hired.

EDUCATION: High school diploma or equivalency.

### PHYSICAL REQUIREMENTS:

May require driving in stressful situations due to adverse weather conditions. Drivers are required to pass the periodically required Oregon Commercial Driver's license physicals.

APPLY TO: Ashwood School District #8  
18624 NE Main St.  
Ashwood, OR 97711

INQUIRE TO: Lynnsay Jacobs, Deputy Clerk  
541-489-3297  
ljacobs@ashwood.k12.or.us

A job description is available upon request.

CLOSING DATE: Position will remain open until filled.

## JOB DESCRIPTION

**Ashwood School District reserves the right to extend the closing date of, or otherwise revise this Position/Vacancy Posting, at any time.**

Ashwood School District is an Equal Opportunity Employer. Reasonable accommodations for the application and interview process, as well as for performing essential job functions, will be provided upon request and as required in accordance with the Americans with Disabilities Act of 1990 and the Americans with Disabilities Act Amendments Act of 2008.

### Bus Driver Duties & Responsibilities

- Drive safely along designated routes.
  - Obey traffic laws, safety procedures, and transit regulations.
  - Pick up and drop off passengers at designated locations.
  - Follow a specific timetable while on duty.
  - Assist passengers with disabilities to get on the bus.
  - Prevent or stop unruly behavior from passengers.
  - Communicate with passengers and employers regarding delays or any issues along a route.
  - Check the bus tires, lights, and oil when needed and report to regular bus driver.
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- Under general supervision, the Substitute School Bus Driver operates school buses and/or other District vehicles to transport children to and from school and related activities in a safe, timely and economical manner when regular bus driver is not available. Duties assigned to employee include, but are not limited to, cleaning of buses and inspecting the vehicle to insure safe operation. Safety and welfare of the students is always the top priority. The school bus driver reports to the Deputy Clerk.