



BUS DRIVER

East Linn Christian Academy – Lebanon, OR

Post Timeline: December - until filled

\$12 - \$15 per hour (Options for daily routes and short trips)

Job Type

Part Time - Based on Need

Valid commercial licensed driver preferred, but not required. Will provide training for select applicants.

Job Summary

The position is responsible for operating a school bus and transporting school-aged children and other authorized personnel safely and efficiently over specified routes to and from schools and various activities. This position conducts pre-trip inspections; observes safety regulations and policies; enforces student discipline on the bus and performs related work.

About

East Linn Christian is a private Christian discipleship school that was founded in 1982. The school has a longstanding history of providing excellent education and Christian discipleship. In the last five years, the school has experienced significant growth in development and enrollment. The school is on the cusp of expanding our facilities; we are passionate about honing our skills in Biblical integration. We are tenacious when it comes to enhancing our academic programs. Our teachers are highly qualified and passionate about providing instruction that is Christ centered. Our employees have a personal relationship with Jesus Christ, support the school's Statement of Faith, and are active members in their local church. Our goal is to raise up Christian disciples, equipped to impact the world for Christ.

General Responsibilities

- Checks with the dispatcher or area transportation supervisor for any changes in normal duties or new student passengers.
- Ensures that the bus can be operated safely before driving and conducts pre-trip safety inspections as required by federal and state laws to include observing visual defects and checking operating systems to include brakes, horn, lights, emergency flashers, extended stop arms, and door-opening devices.
- Operates the vehicle safely over an assigned route, picking up and delivering only authorized students at assigned bus stops, and watches to ensure that no one hurrying for the bus is left behind.

- Keeps assigned time schedules, which may require driving during pre-daylight and dusk periods, and makes every effort to be on time while ensuring safety.
- Obeys all traffic laws and transportation practices as outlined in the CDL manual, Bus Driver Handbook, School Board Policy and local ordinances.
- Observes all mandatory safety regulations for school buses and keeps all emergency exits clear of obstructions.
- Secures restraining devices on the bus as needed.
- Maintains student discipline on the bus and enforces rules governing student conduct.
- Reports undisciplined students to the proper authority and compiles written reports as requested in accordance with the bus driver handbook and the Student's Rights and Responsibilities Handbook.
- Conducts semi-annual bus evacuation drills as required by the Department of Education and implements evacuations as required in an emergency to include safely exiting from the rear of the school bus.
- Reports all accidents immediately, requesting police or ambulance service as needed; assists injured persons until services arrive; and completes required accident reports.
- Notifies the proper authority in cases of mechanical failure, safety deficiencies, when off schedule, or other incidents.
- Regulates heating, cooling, and ventilating equipment provided on the bus for the comfort of passengers.
- Drives students and teachers on field trips, extracurricular activities, and other special events, often in evenings and at night, as assigned.
- Exercises responsible leadership and appropriate behavior when on out-of-division school trips.
- Returns the bus to the assigned space, performs a final inspection, and secures the bus according to procedures.
- Participates in all required training.
- Submits paperwork to administration office.
- Maintains a commercial driver's license as required by the State Department of Transportation and maintains Red Cross first aid/CPR certification.
- Models nondiscriminatory practices in all activities.
- Keeps the assigned bus clean.
- Maintains an assigned seating chart as needed.
- Reports all safety violations while working.
- Performs any other related duties as assigned by the Area Transportation Supervisor or appropriate administrator.

Minimum Qualification

- Must possess a high school diploma or GED.
- A valid commercial driver's license to operate a school bus is preferred. Must acquire one prior to the completion of the division's classroom training course.
- Must possess basic first aid and CPR certification or must acquire such prior to the completion of the division's classroom training course.
- Must possess an excellent driving record in compliance with division standards, excellent driving skills, and must successfully complete the school division's bus driver training course.
- Must possess a good knowledge of procedures and federal/state laws governing the safe operation of a school bus prior to the completion of the division's training course.

- Must possess knowledge of, or the ability to accurately and quickly learn, local street and road systems.
- Must possess the ability to maintain student discipline and ensure that student behavior is not a distraction to safe driving.
- Must possess the ability to recognize and report any unsafe act or condition.
- Must remain in compliance with state/division regulations regarding the use of controlled substances and alcohol as applied to school bus drivers.
- Must meet the mandated physical and mental requirements established by the state and the US Department of Transportation.
- Must be capable of working independently and possess the ability to understand and follow through on oral and written instructions.
- Must possess the ability to interact with students, parents, and faculty in a positive and proper manner.
- Christian commitment and lifestyle consistent with the school's mission as described in our Statement of Faith.
- Actively part of a local Christian church.
- Criminal background check

To apply for this position, please email to relations@eastlinnchristian.org your resume and a list of references. Those we seek to interview will receive an application that must be filled in and submitted before an interview.