



970 N Central Blvd
Coquille, Oregon 97423
Phone: 541-396-2181 Fax: 541-396-5015

DATE: February 13, 2024
TO: All Interested Parties
FROM: Rachel Price, Human Resource Director
SUBJECT: NOTICE OF VACANCY — Internal / External

Coquille School District has the following openings for the 23/24 School Year:

POSITION: Bus Drivers - 7 hours per day, Monday through Friday with opportunities to transport for activity runs.

SALARY: \$20.34 – \$24.30 per hour, excellent fringe benefits including Medical, Dental, Vision insurance & employer paid retirement.

COMPLETE APPLICATION:

- 1) Letter of interest
- 2) Application online: <https://coquille.tedk12.com/hire/ViewJob.aspx?JobID=1201>
Or in person at the District Office
- 3) Resume
- 4) Letter of recommendation

SEND TO:

Rachel Price
Coquille School District 8
970 N. Central Blvd
Coquille, OR 97423
Or Email: rprice@coquille.k12.or.us

Closing Date: Open Until Filled

Job Title: Bus Driver

Assignment: District Level

Reports to: Transportation Supervisor

Evaluated by: Transportation Supervisor

TERMS OF EMPLOYMENT: Pre-employment drug testing and background check required; Current CDL preferred. Coquille School District is E.O.E. *If you have a disability and need this publication in an alternate form, please contact Coquille School District #8 at 541-396-2181*

Position Overview: Transport pupils to and from school or school related events.

1. Essential Job Functions:

- a) Transports pupils in the safest manner possible.
- b) Enforces bus safety rules.
- c) Assists Support Services Coordinator with scheduling, routes, and training
- d) Keeps up-to-date on required regulations.
- e) Keeps bus clean.
- f) Inspects bus for safety and report needed repairs.
- g) Other duties as assigned

2. Other Job Functions:

- a) Participates in driver evaluation
- b) Have a genuine interest in children.

3. Qualifications:

- a) Knowledge of:
 - i. Current driving laws and regulations
- b) Ability to:
 - i. Follow oral and written instructions.
 - ii. Maintain composure in stressful situations.
 - iii. Maintain regular attendance
 - iv. Be well groomed and maintain an appropriate appearance.

4. Experience:

- a) Prefer experience with driving a bus or large vehicles

5. License:

- a) Current Oregon CDL

6. Physical Requirements:

In an eight-hour day, employee may

- | | |
|---------------|-----------|
| a) Stand/Walk | 5-6 Hours |
| b) Drive | 1-2 Hours |
| c) Sit | 3-4 Hours |

- d) Stoop/Squat/Bend 1-2 Hours
- e) Lift/Carry 1-2 Hours Up to a weight of 50 lbs
- f) Climb Stairs Occasionally
- g) Use hands for repetitive motions Frequently
- h) Use feet for repetitive movements Frequently

Note: If hired, no unauthorized comments or postings about district business or students are allowed on social media.

This job description, developed November 27, 2018, supersedes all prior descriptions for this position.

I have reviewed this Job Description and understand the contents.

Employee

Date