



**Coquille**

School District #8

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

**DATE:** April 5, 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 - 6 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=1204>  
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](mailto: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.**

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Employee

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Date