

Vacancy Announcement: Open until filled

**Waimea Middle Public Conversion Charter School
67-1229 Mamalahoa Highway
Kamuela, Hawai'i 96743**



This is to announce the following vacancy:

**BUS DRIVER & TRANSPORTATION
OPERATION SERVICES - (1.00% FTE)**

Salary varies based on qualifications.

The position is at Waimea Middle Public Conversion Charter School on Hawai'i Island. The school is a public conversion charter school and the position is included in the United Public Workers (UPW) Bargaining Unit 01.

POSITION DESCRIPTION:

I. IDENTIFYING INFORMATION

Class Title: Bus Driver (BC07) & Automotive Service Utility Worker (BC05)
School: Waimea Middle Public Conversion Charter School
Geographic Location: Kamuela, HI

II. INTRODUCTION

Operates and maintains passenger buses/vans for transporting school children and/or personnel and performs other related duties as assigned by principal or designee. This includes transportation operations of buses and vans.

III. MAJOR DUTIES AND RESPONSIBILITIES (20 hours drive)

- Pick up and drop off students at authorized bus/van stops, on assigned routes, or on excursion trips.
- Observes all state and county laws and regulations pertaining to the safe driving of a school bus/van and protecting the safety of children.
- Observes school policies and procedures and maintains a clean criminal history and driving record at all times.
- Maintains and updates the student rider lists by route and trip and keeps them in the respective bus/van at all times.
- Performs pre-trip inspections, post-trip inspections, including a walkthrough of the bus/van to ensure that no student is left unattended on the school bus/van.

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www.WaimeaMiddleSchool.org

- Immediately reports any concerns or incidents to supervisor or designated representative regarding the children, vehicle(s), route or related issues.
- Operates in-vehicle surveillance equipment to ensure the safety of all.
- Available to transport students during the school day as necessary.
- Offers annual safety training to students at the start of the year.
- An office is provided.
- Other duties assigned by the Principal.

Transportation Operations and Organization- review (10 hours per week)

- Reports any repairs that are needed; may perform minor and emergency repairs to buses/vans as required. Arranges appointments for bus and van maintenance. service and safety checks. Keeps records of maintenance for Department of Transportation (DOT) compliance.
- Maintains Driver Vehicle Inspection Report (DVIR) records that are in compliance with DOT regulations
- Manages driver schedules and monitors driver files.
- Recruits van drivers in compliance with school and DOT requirements.
- Prepares all required reports and turns them in to the supervisor as required.
- Offers annual orientation for drivers; facilitates orientation or schedules.
- Cleans all buses/vans on a rotating basis, including sweeping, mopping, and washing to keep them in an acceptable condition. Keeps buses/vans supplied with fuel, oil, water, and air. Performs weekly checks to include tires, brakes, horn, wipers, lights, and turn signals to validate DVIRs.

Campus Support (Observation Only)- 10 hours per week

- Conduct scheduled and unscheduled walkthroughs of assigned campus areas to observe general conditions related to student and staff safety
- Observe and document unusual or potentially unsafe situations (e.g., unsecured areas, unfamiliar individuals, congestion points)
- Enter observed incidents and concerns into the designated ticketing or reporting system in a timely manner
- Conduct periodic, passive review of camera feeds as assigned
- Immediately report urgent concerns to the designated supervisor or main office

IV. CONTROLS EXERCISED OVER THE WORK

A. Supervisor: School Principal

B. Nature of Supervisory Control Exercised Over the Work

1. Instructions Provided – General instructions and procedures are provided by the supervisor.
2. Assistance Provided – The supervisor is available for guidance on unforeseen difficulties that may arise.
3. Review of Work – The supervisor periodically checks all work in progress to ensure

that assigned work is satisfactorily performed and that the correct methods and procedures are being followed.

V. REQUIRED LICENSES, CERTIFICATES, ETC.

Possession of a valid Commercial Driver's License (CDL), Class B with Endorsement P and S. Driving experience that shows a history of traffic violations may disqualify an applicant. The evaluation of an applicant's suitability may include an evaluation of information acquired through confidential inquiry of persons who are familiar with his/her driving ability and/or information acquired through traffic court records. Also must pass eCrim review and related school employment rules/regulations, including providing current DOT Medical Certificate, Tuberculosis test and First Aid training documentation. Pre-employment and random substance abuse testing may be required.

VI. RECOMMENDED QUALIFICATIONS

A. Knowledge of:

Methods of operating a passenger bus/van; general maintenance practices pertaining the operation of a bus/van; laws, ordinances, rules and regulations governing the operation of motor vehicles on streets and highways.

B. Ability to:

Operate a school bus/van skillfully and safely; deal pleasantly and effectively with children; understand traffic laws and regulations; make minor and emergency repairs to a passenger bus/van; make simple maintenance repairs to the bus/van and equipment therein; keep records and make simple reports; meet and deal tactfully with other employees, young people, and the public; apply cleaning methods safely and effectively.

Must be physically able to perform , efficiently and effectively, the essential duties of the position which typically require the ability to read without strain printed material the size of typewritten characters, glasses permitted, and the ability to hear the conversational voice, with or without a hearing aid, or the ability to compensate satisfactorily. Handicaps in these or other areas will not automatically result in disqualification.

Must possess emotional and mental stability appropriate to the job duties and responsibilities and working conditions.

How to Apply: Please send application to Waimea Middle School – Attn: Penina Nansen

- Mail: 67-1229 Mamalahoa Highway, Kamuela, HI 96743
- Phone: (808) 313-7510
- Email: Penina.Nansen@wmpccs.org

Applicants Must Provide:

1. Résumé including qualifications, relevant experience and current references
2. Letter of interest for the specific position, and WMS Employment Application (can be downloaded from school website).

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