

## **Vacancy Announcement: Open until filled**

### **Waimea Middle Public Conversion Charter School**

67-1229 Mamalahoa Highway  
Kamuela, Hawai'i 96743

Tel (808) 887-6090 Ext. 221  
Fax (808) 887-6087

**This is to announce the following vacancy beginning as of January 5, 2022:**

## **School Bus Driver (.75 FTE)**

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

### **Position Description:**

Operates and maintains a passenger bus or van for transporting school children and/or personnel as a primary work assignment, prepares all required reports, maintains bus or van, and may perform minor and emergency repairs to the bus or van as required.

Possession of a valid Commercial Driver's License (CDL), Type B with Endorsement P and S. Driving experience which 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/requirements including providing current DOT Medical Certificate, TB test, First Aid training documentation and Covid vaccinations or weekly negative Covid test. Pre-employment and random substance abuse testing also required.

### **How to Apply:**

**Please send application to Waimea Middle School – Attention: Michelle Akiona**

- Mail: 67-1229 Mamalahoa Highway, Kamuela, HI 96743
- Phone: (808) 887-6090 Ext. 221
- Email: [Michelle\\_Akiona@wmpccs.org](mailto:Michelle_Akiona@wmpccs.org)
- Fax: (808) 887-6087

### **Applicants Must Provide:**

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

**AN AFFIRMATIVE ACTION AND EQUAL OPPORTUNITY EMPLOYER**

[www.WaimeaMiddleSchool.org](http://www.WaimeaMiddleSchool.org)

## WAIMEA MIDDLE PUBLIC CONVERSION CHARTER SCHOOL

### POSITION DESCRIPTION

For

**Bus Driver (0.75FTE)**

#### **GENERAL DESCRIPTION:**

- This position is located at Waimea Middle School and is responsible for operating and maintaining a school bus and school vans for transporting school children from home to school and back.
- The primary function of this position is to safely transport school children according to State and Federal regulations and to keep records of all trips.
- This position is also required to maintain their equipment and to perform pre-trip and post-trip inspections.

#### **MAJOR DUTIES AND RESPONSIBILITIES:**

- ***Driving – 80%***
  - Pick-up and drop-off of students at authorized bus stops, on assigned routes or field trips. The driver shall maintain the annual student rider lists by route and trip and keep them in the respective buses at all times. Driver shall comply with Bus Pass Procedures put in place by Waimea Middle School for all eligible students riding the school bus.
- ***Other Related Duties – 20%***
  - Performs pre-trip inspections, post-trip inspections, including a walk through of the bus to ensure that no student is left unattended on the school bus. Bus cleaning daily, including sweeping, mopping and waxing to keep the bus in clean condition. Keeps bus supplied with fuel, oil, water and air. Makes daily check of the bus that includes tires, brakes, horn, wipers, lights, turn signals and emergency kits. Reports any repairs that are needed; may make minor emergency repairs to the bus as required.
  - Prepares all required reports and turns them in to administration in a timely manner.

#### **CONTROLS EXERCISED OVER THE WORK:**

- Position is under the general supervision of the principal.
  - Instructions Provided
    - General instructions and guidelines are provided regarding work schedule, priority of work, new policies and procedures and interpretation of laws, rules and regulations.
- Assistance Provided
  - The principal will provide day-to-day assistance and guidance on difficulties that may arise from work in progress; however, the bus driver is expected to independently exercise judgment and discretion in applying accepted methods and techniques to ensure health and safety of students while driving.

- Review of Work
  - The principal reviews and audits work performance for overall compliance with instructions.
- Nature of Available Guidelines:
  - U.S. Law and relevant Code of Federal Regulations
  - Hawaii Revised Statutes
  - DOE, DOT, DOH and DAGS Administrative Rules, Policies and Procedures relating to the student transportation function
  - County Ordinances

**REQUIRED LICENSES, CERTIFICATES, ETC.**

- Possession of a Commercial Driver’s License (CDL), with a Passenger Endorsement and School Bus Driver Endorsement.
- HDOE, Public Charter School Commission and school-based requirements including fingerprinting, ecrim and health screening, First Aid Training documentation, TB testing, attestation of Covid vaccinations or weekly negative Covid test.

**RECOMMENDED QUALIFICATIONS:**

- Knowledge of
  - Methods of operating a passenger bus; general maintenance practices for buses; laws, ordinances, rules and regulations governing the operation of motor vehicles on streets and highways; hazard and safety precautions in operating a passenger bus.
- Skills/Abilities
  - Operate a passenger bus skillfully and safely; deal tactfully with the public; understand and observe traffic laws and rules; observe mechanical defects and take steps to have such defects corrected; make minor emergency repairs to the passenger bus or van; understand and follow oral and written instructions.

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