

School Bus Driver

Laupahoehoe Community Public Charter School is seeking applicants for SCHOOL BUS DRIVER.

Job Title: School Bus Driver

Supervisor: School Director

FTE: .50 (20 hours per week)

Compensation, Base Salary: 21,000, prorated throughout 12 months. Charters and extra hours compensated in addition to base salary. Excursions receive a \$80.00 stipend plus an additional two hours pay. (hourly rate: \$24.53)

Description of basic functions and responsibilities:

To transport students to and from school and other sites within designated routes and to ensure safety of student passengers while in a school vehicle.

Employees in this classification receive general supervision within a framework of standard policies and procedures. This job class is responsible for the safe operation of a school bus and for ensuring the safety of student passengers while meeting established bus schedules.

Transport students and teachers on field trips to various approved locations;

Conduct daily safety and operational inspection of assigned vehicle;

Daily reporting of mechanical repairs, when necessary service buses with gas, diesel fuel and oil;

Fills tires and batteries;

Performs periodic safety drills as required;

Maintains cleanliness of vehicle to ensure safe operating conditions;

Attends various meetings regarding safety, first aide and training updates as required;

Attends driver training program to maintain current knowledge of Hawaii Motor Vehicle Code and the Education Code as it applies to the operation of vehicles in the transportation of school children;

Washes the buses as needed;

Possession of a safe driving record

Ability to read and write at a level necessary to successfully perform the required duties;

Ability to understand and carry out both oral and written instructions in an independent manner;

Ability to maintain proper student conduct efficiently;

Ability to exercise good judgement and extreme caution while driving.

An individual must meet several criteria's in order to be qualified as a school bus driver. The criteria are as follows:

1. DEPARTMENT OF TRANSPORTATION MEDICAL CERTIFICATE

a. Valid 2 years from the date of the examination

All drivers must complete and pass an annual physical examination. The physician must fill out the MEDICAL EXAMINATION REPORT FOR COMMERCIAL DRIVER FITNESS DETERMINATION. The Driver must carry with him/her a copy of the medical examiners certificate that shows he/she is qualified to drive.

- b. If the driver is newly hired, and needs a CDL to drive, they will be required to also undergo a Controlled Substance Test.
- 2. TB CLEARANCE**
- a. Valid 2 years from date of examination
 - b. All drivers must have a negative TB Clearance on file (Chest X-ray, PPD, Tine)
- 3. LICENSING**
- a. Hawaii State or Commercial Drivers License (CDL) with proper endorsements.
 - b. Legible copy of applicants' license. It must show the type of license and the expiration date.
 - c. Must have or obtain proper endorsements PASSENGER AND STUDENT ENDORSEMENTS.
- 4. DRIVER HISTORY RECORD**
- a. Annual Certification
 - b. For the Islands of Hawaii, Kauai, and Maui, County Police Departments will provide the individual with his/her driver history record.
- 5. BACKGROUND INVESTIGATION**
- a. Required for all Drivers
 - b. Request for information from previous employer, or any documentation or letter which shows the previous employer background investigation of the driver.
- 6. SCHOOL BUS DRIVER TRAINING PROGRAM**
- a. All drivers must attend an 8-hour School Bus Driver Training Program conducted by a certified trainer.
 - b. One-year certification, and after being employed as a school bus driver for five years, then every two years certification.
- 7. CRIMINAL ABSTRACT**
- a. Annual Certification
 - b. Criminal Abstracts can be obtained online at: <http://ecrim.hawaii.gov/ahewa/>
 - c. Criminal abstract letter from the State Motor Vehicle Safety Office
- 8. ANNUAL DRIVER CERTIFICATION OF VIOLATIONS**
- a. All drivers must complete the Certification of Violations form, certifying all violations (other than parking) convicted or forfeited bond or collateral during the past 12 months
- 9. ANNUAL REVIEW OF DRIVING RECORD**
- a. All drivers must have an annual review of their driving record completed by an authorized official of the company.

Please submit cover letter and resume