



# Myrtle Point School District

413 C Street  
Myrtle Point, OR 97458  
(541) 572-1220  
[www.mpsd.k12.or.us](http://www.mpsd.k12.or.us)

**DATE:** February 26, 2024  
**TO:** All interested parties.  
**SUBJECT:** Notice of Vacancy

**POSITION:** Bus Driver

**JOB SITE:** Myrtle Point School District

**DESCRIPTION:** School Route Bus Driver

**WAGE:** \$20.44-\$24.41 Regular Route Pay Per 2023-2025 Classified Contract

**QUALIFICATIONS:**

- Appropriate licensure -full job description attached.
- School bus driver's certificate
- Completed behind-the-wheel training / core course training (*On-site training available*)
- Applicants must meet state-mandated requirements including the following (as defined in OAR 581-053-0006)
- Fingerprint-based criminal history check.
- Drug Screen
- Valid first aid card

**COMPLETE APPLICATION PACKET:**

- Cover letter.
- Resume
- Classified Employee Application available on our website

**SEND TO:**

Kari Seals, HR/Administrative Secretary  
Myrtle Point School District 41  
413 C St., Myrtle Point, OR 97458  
Email: [kseals@mpsd.k12.or.us](mailto:kseals@mpsd.k12.or.us)

**CLOSING DATE:** Open until filled.

**TERMS OF EMPLOYMENT:**

- First consideration for this position will be given to qualified members of the collective bargaining unit.
- A fingerprint-based criminal history investigation will be required.

2023.24.38

Myrtle Point School District 41  
Job Description

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Job Title: Bus Driver  
Assignment: Transportation Department  
Reports to: Superintendent/Transportation Supervisor  
Status: Classified  
FLSA Status: Non-Exempt

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**Job Summary:**

Drives District busses to safely transport students between bus stops and schools, on field trips, or as assigned.

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**DUTIES:**

1. Establish and maintain effective working rapport with students, parents, and staff.
2. Drive regular route school busses as prescribed by assigned route and time schedule, and specified bus stops.
3. Modify route temporarily in response to traffic or weather conditions.
4. Initiate and administer discipline and reward systems to control student passenger behavior. Assign seating and train students in safe riding practices, street crossing, and emergency evacuation procedures.
5. Perform pre-trip inspection of bus brakes, tires, emergency exits, lights, instruments, emergency equipment, and general operability; maintain interior cleanliness of bus.
6. Complete required reports of odometer readings, bus malfunctions, student conduct and trips.
7. Attend and participate in required classroom training programs, departmental meetings and planning sessions.
8. Drive busses for field trips, athletic events, and other out-of-town special excursions as assigned.
9. Communicate problems to Transportation Supervisor as necessary. Operate two-way radio or cell phone.
10. May be required to drive Special Education routes as scheduling and/or relief driving requirements dictate.
11. Adhere to responsibilities and requirements in the Transportation Handbook.
12. Perform related work as required.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

1. Successful completion of advanced classroom and in-vehicle training and driving tests.
2. Thorough knowledge of the operation and capabilities of District busses and bus equipment.
3. Ability to drive safely under pressure of time constraints, student misbehavior, hazardous road conditions, and traffic demands.
4. Knowledge and ability to follow requirements and duties listed in the Transportation Handbook.
5. Punctuality and ability to pace activity to meet time schedules.
6. Knowledge of student behavioral management techniques and ability to control large groups of students.
7. Ability to represent the District's objectives of courtesy and responsibility to the public.
8. Ability to remain available for evening or weekend meetings or driving assignments.

**MINIMUM QUALIFICATIONS FOR CLASS ENTRY:**

1. Possession of a valid State of Oregon Bus Driver's license
2. Successful completion of core classes, training in first-aid, a physical examination, and faultless driving record.

**WORK ENVIRONMENT:**

Incumbents work split shifts. Driving assignments may require driving evenings, outside District boundaries or during snowstorms or other hazardous road conditions. Incumbents may be exposed to risk of accident, exhaust fumes, and noise of passengers or bus equipment.

**CONDITIONS:**

1. The person assigned to this duty must possess appropriate training and background.
2. Performance of assigned extra-curricular duties will be included in the evaluation process.

**SALARY:**

1. Will be determined by terms of the current negotiated agreement.
2. The amount due under the contract will be pro-rated monthly in accordance with district policy.

**Evaluation:**

1. Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Staff\*.

**Note:** This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

Board Approved:

I have read and understand this job description.

**Signature:**

**Date:**

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**Supervisor or HR Signature:**

**Date:**

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