



Sisters School District

"Home of the Outlaws"

Position Title: Substitute Bus Driver

Date: Updated September 22, 2025

Position Closes: Open Until Filled - ongoing recruitment

Date Available: As soon as possible

Position Summary:

Operate school buses under all types of weather conditions to transport students and other authorized persons over regular "to and from" routes and on activity trips as authorized by the school district officials. Ensuring vehicle is in safe operating condition and ensuring the safety of students during transport, loading and unloading from the bus. Serve as a courteous representative of the Sisters School District.

Work hours per day vary between 4.5 and 5 hours, 6:00am – 8:30am & 2:30pm – 4:30pm Monday – Friday.

Essential Duties and Responsibilities: *Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.*

- Inspect assigned vehicles, both interior and exterior for the purpose of ensuring safety, appearance, and sanitation of vehicle. Reports deficiencies in equipment.
- Reports all possible problem areas (safety hazards, parent/student concerns or complaints).
- Maintain interior and exterior cleanliness of assigned district vehicles; sweeping, dusting and washing.
- Maintains required licenses, certificates and first-aid card by attending required training classes and preserving a good driving record within ODE requirements.
- Operate a school bus in accordance with the laws of the State of Oregon and District policy/procedures.
- Assists students and other passengers with safe loading and unloading from the bus in both emergency situations and normal transport.
- Monitor students, parents and staff members during transit for the purpose of maintaining order and ensuring the safety of passengers. Take precautions to provide for the health and safety of the passengers and to protect the equipment.
- Report unsafe acts or conditions which require the attention of supervisory personnel.
- Establish open lines of communication with supervisor, administration and district staff, and cooperates to resolve problems in a professional manner.
- Assess incidents, complaints, accidents and potential emergency situations for the purpose of resolving or recommending a resolution to the situation.



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Work Environment:

Driving in all weather conditions, seated in a school bus of various makes or models. May be exposed to inclement weather conditions and hazardous traffic and/or driving conditions. Exposure to noise levels ranging from moderate to very loud. High level of contact with students and interaction with District personnel.

Physical Requirements:

Must be able to sit for extended periods of time. Regular climbing, balancing, stooping, kneeling, walking and crouching. Frequent reaching, handling, fingering, talking and hearing. Vision: Frequent near and far acuity, depth perception, focal length change, color vision and peripheral vision.

Strength:

Medium-Heavy - Exert force to 50- 100 pounds occasionally and/or 25-50 pounds of force frequently, up to 10 pounds frequently. i.e., lifting tire chains. May involve significant stand/walk/carry/push/pull.

Special Requirements: Possession of, or ability to obtain and maintain, following a period of training, licenses necessary for operating a school bus.

- Safety sensitive job class. Employees in this job classification will be subject to random selection for mandatory alcohol/controlled substance testing.
- The following background checks will be done: driving record, criminal history, drug screening, and fingerprint check.

Hourly wage: \$ 24.50 - \$ 26.25 per hour, based upon previous work experience, education and training. This position is not eligible for health benefits.

Submission Details: Submit your TalentEd Recruit & Hire Application, Cover Letter, Resume, Transcripts and two (2) letters of recommendation on TalentEd Recruit & Hire at:
<https://sisters.schoolspring.com/> (Link on webpage).

The Sisters School District is committed to equal opportunity and does not discriminate on the basis of race¹, color, religion, sex, sexual orientation, gender identity, gender expression, national origin, disability, age, marital status, veteran status, or any other protected status in our programs and activities.

[1] Includes discriminatory use of Native American mascot pursuant to OAR 581-021-0047. Race also includes physical characteristics that are historically associated with race, including but not limited to natural hair, hair texture, hair type and protective hairstyles as defined by ORS 659A.001 (as amended by House Bill 2935 (2021)).