

**OLYMPIA SCHOOL DISTRICT NO. 111**  
**Job Category: Teamsters**  
**Posting Dates: December 22, 2023 – Open Until Filled**

The Olympia School District Human Resources Office is now accepting applications for the following positions. Interested employees may submit a transfer request by calling the District Human Resources Office at 596-6185 prior to the possible deadline date.

<b>Position</b>	<b>Hours/FTE</b>	<b>Location</b>
<b>Substitute Van Driver</b>	<b>Substitute/On-Call</b>	<b>Transportation</b>
<p><i>This is a substitute/on-call position for various hours and routes in the Olympia School District Transportation Department.</i></p> <p><i>Olympia School District will review applicants for this job opening, and will extend an offer of conditional employment to the successful, most qualified, applicant. A conditional job offer is contingent upon receipt of results of a satisfactory physical examination designed solely to determine if the successful applicant has the physical ability to perform the lifting, carrying, bending, climbing, sustained physical effort, and all other physical duties of the position being offered. The conditional job offer will be valid for 2 weeks; the district will provide instructions on where and how to obtain the required physical examination. The physical examination will be conducted at no cost to the successful applicant.</i></p> <p><i>The Olympia School District is committed to increasing the diversity of staff in our schools. Candidates who can contribute to this goal are encouraged to apply and to identify their strengths and experiences in this area.</i></p> <p>Salary: Teamsters Salary Schedule - \$20.78 per hour plus \$1.25 per hour paid to Teamster Pension Trust on behalf of the employee</p>		

**Job Purpose Statement/s:** The job of "Transportation Van Driver" is done for the purpose/s of transporting students over scheduled routes and/or special excursions; enforcing rules, regulations, and laws to maintain safety during transport; ensuring vehicle is in a safe operating condition; and ensuring safety of students during transport, loading and unloading from vans.

**Essential Job Functions:**

- **Assesses** potential emergency situations for the purpose of taking appropriate action to protect the well being of passengers.
- **Assists** students and other passengers for the purpose of providing safe ingress and egress from vehicles including both emergency situations and normal transport.
- **Attends** training for the purpose of maintaining skills and meeting requirements for OSPI's mandatory Driving Authorization. (Annual in-service training)
- **Cleans** assigned vehicles, both interior/exterior, for the purpose of maintaining appearance, sanitation and safety of vehicle.
- **Directs** students regarding safety for the purpose of enforcing rules, regulations, laws and safety.

- **Drives** school district vans for the purpose of transporting students over scheduled routes and/or special excursions.
- **Informs** school personnel of practices and incidents (e.g. rules, regulations, laws, procedures) for the purpose of providing information for follow up action and/or proper procedures.
- **Inspects** assigned vehicles (i.e. brake system, oil levels, coolant, tire pressure, exterior condition, etc.) for the purpose of ensuring that the vehicle is in a safe operating condition.
- **Prepares** documentation for the purpose of providing written support and/or conveying information.

#### **Other Job Functions:**

- **Assists** other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- **Fuels** assigned vehicle for the purpose of maintaining vehicle in a safe operating condition.

#### **Job Requirements - Qualifications:**

- **Experience Required:** Job related experience.
- **Skills, Knowledge and/or Abilities Required:**

*Skills* to operate school district vans in a safe manner, communicate effectively, evaluate schedules and meet deadlines, plan and organize activities, administer first aid.

*Knowledge* of vehicle operation, basic maintenance requirements and driving codes.

*Abilities* to sit for prolonged periods, understand and carry out oral and written instructions, work independently, make common sense decisions in potentially critical situations. Significant physical abilities include climbing/balancing, reaching/handling, talking/hearing conversations, near/far visual acuity/depth perception/visual accommodation.

- **Education Required:** High School diploma or equivalent.
- **Licenses, Certifications, Bonding, and/or Testing Required:** Valid Driver's License and evidence of insurability and driving record within rules pertaining to [WAC 392-144-101](#), OSPI Driver's Authorization Certificate, Criminal Justice Fingerprint Clearance, Drug Testing Clearance, First Aid Certificate.

#### **Application Procedure for Out-of-District Candidates**

Out-of-district applicants please apply through EdJobsNW at <https://edjobsnw.org>

*If you share our commitment to provide challenging opportunities for all students to be successful, we'd like to hear from you!*

Olympia School District 111 Bethel St NE, Olympia, WA 98506  
 (360) 596-6185 FAX (360) 596-6181 <http://osd.wednet.edu>

#### **Equal Employment Opportunity:**

Olympia School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and

other designated youth groups. Auxiliary aids and services will be provided upon request to individuals with disabilities. The following employee(s) have been designated to handle questions and complaints of alleged discrimination: Title IX Officer – James Whitehead, (360) 596-8545, [jwhitehead@osd.wednet.edu](mailto:jwhitehead@osd.wednet.edu); Executive Director of Elementary Education – Autumn Lara, (360) 596-8534, [alara@osd.wednet.edu](mailto:alara@osd.wednet.edu); Section 504 and ADA Coordinator (Students) – Ken Turcotte, (360) 596-7530, [klturcotte@osd.wednet.edu](mailto:klturcotte@osd.wednet.edu); ADA Coordinator (Staff) – Starla Hoff, (360) 596-6185, [shoff@osd.wednet.edu](mailto:shoff@osd.wednet.edu); Affirmative Action Officer and Civil Rights Compliance Coordinator – Scott Niemann, (360) 596-6185, [sniemann@osd.wednet.edu](mailto:sniemann@osd.wednet.edu). Address: Knox Administrative Center, 111 Bethel St NE, Olympia, WA 98506.

The Olympia School District will provide reasonable Accommodations to enable persons with disabilities the opportunity to apply for open positions and to participate in District interview procedures. Persons with disabilities or are in need of translation services are asked to notify the Human Resources Office at least three days prior to the date on which the requested accommodation is needed. Human Resources Officer: Voice: (360) 596-6185 or TDD: (360) 596-7537 or FAX: 360-596-6181.