

**NOTICE OF VACANCY**  
**2023-2024**

**Warren Local School District**  
**220 Sweetapple Road, Vincent, OH 45784**

Vacancy: Bus Driver  
Route #49

Salary Range: Per OAPSE/WLSD Negotiated Contract

Description of Duties: See attached Job Description

Contact: Alicia Jaramillo, Transportation Supervisor  
220 Sweetapple Road  
Vincent, OH 45784  
740-678-2366 ext. 5805  
[alicia.jaramillo@warrenlocal.org](mailto:alicia.jaramillo@warrenlocal.org)

BID NOTICE PROCEDURES: Complete form number 1X-VA-76 "Vacancy Application" and file with your immediate Supervisor, or to Vicki Lowe [vicki.lowe@warrenlocal.org](mailto:vicki.lowe@warrenlocal.org).

It is the policy of the Warren Local School District that educational activities, employment, programs, and services are offered without regard to race, color, religion, sex, national origin or ancestry, age status or handicap.



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Superintendent

5/25/23

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Date

# **Job Description**

## **Warren Local School District**

<b>Position:</b>	School Bus Driver
<b>Reports To:</b>	Transportation Supervisor, Principals, and Superintendent
<b>Supervises:</b>	All passengers on bus
<b>FLSA Status:</b>	Non - Exempted
<b>Classification:</b>	Bus Driver
<b>Salary Schedule:</b>	D-II
<b>Employment Status:</b>	191 Contract Days
<b>Job Goal:</b>	To provide safe and efficient transportation so that students may enjoy the fullest possible advantage from the district's curriculum and extracurricular program.
<b>Evaluation:</b>	Job performance is evaluated following policy provisions adopted by the Warren Local School District Board of Education.

### **Qualifications:**

1. High school graduate or equivalent (GED) preferred.
2. Being of legal age (section 3327.10 of the revised code).
3. Being physically qualified (Rule 3301-83-07).
4. An annual driver record check (Rule 3301-83-07 of the Administrative Code).
5. Being licensed as a school bus operator.
6. Completing pre-service and in-service training (Rule 3301-83-10 of the Administrative Code).
7. Physical capability of appropriately lifting and managing handicapped pupils when necessary.
8. Ability to cope with stressful situations as related to handicapped pupils.
9. Possessing or upgrading skills through formal and/or in-service training related to transportation of the handicapped.
10. A report of the State Bureau of Criminal Identification and Investigation and/or county or local law enforcement agency may be required.
11. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

### **Performance Responsibilities:**

1. Drives bus on regularly scheduled routes.
2. Drives bus on approved non-routine trips when possible.
3. Keeps bus clean, inside and out, on a daily basis.
4. Inspects bus according to Administrative Regulation SR3301-83-11.
5. Delivers bus to garage for servicing and repairs according to servicing schedule.
6. Prepares route reports as required.
7. Maintains order among bus passengers.
8. Keeps principal informed of any difficulties while on route.
9. Informs transportation supervisor or mechanics of any repairs needed on bus.
10. Bus to be operated only for school approved functions.

The job description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the superintendent.

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Principal/Supervisor

Date

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position. I further certify that I have reviewed the contents of my job description.

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Signature

Date

Board Approved: September 23, 1985

Revised: \_\_\_\_\_

pc: Personnel File