



Ka'Umeke Kā'eo

Hawaiian Immersion Public Charter School

I N K E A U K A H A

Hpp 'ia 2/17/16

Kūlana (Position): Kalaiwa Ka'a'ōhua (*School Bus Driver*)

10-month position, part-time, UPW contract bargaining unit 01 (BC07)

Uku (Salary): Commensurate with collective bargaining unit salary schedule at 10-month, part-time status

Position Summary

To safely operate the school bus on a regular, daily schedule; to transport students to and from school and related school events; transport staff and students on field trips and to extra curricular performances

Supervision

Member of the Operational team under the direct supervision of the Mālama Kula

Minimum Qualifications

- High School graduate
- Clean Class A or B license with "P" (Passenger) and "S" (School bus) endorsements
- Successfully pass DOT Physical Exam
- Clean Criminal Background Check
- Ability to operate school bus in a safe and responsible manner

Desirable Qualifications

- Fluency in the Hawaiian language
- Experience working with students in grades PreK-12
- Knowledge of school system rules for student conduct (Chapter 19)
- Ability to communicate effectively with teachers, students, and staff verbally and in writing, as well as with residents and members of the public
- Able to follow written and verbal instructions
- Ability to read and interpret complex written material
- Reliability in attendance, punctuality, and follow-through

Knowledge, Skill & Attributes

Knowledge

Must have proficient knowledge in the following areas:

- highway and school bus regulations
- how to deal with children, including children with special needs
- scheduling of system and procedures
- record keeping system, including attendance on bus, disciplinary issues, complaints by residents and members of the public
- equipment cleaning standards and procedures

Skills

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Must demonstrate the following skills:

- ability to operate school bus in a safe and responsible manner
- client service and public interaction skills
- team building
- analytical and problem solving skills
- decision making skills
- effective verbal and listening
- communication skills
- ability to read and write; record daily pickups and maintain daily records
- stress management skills
- time managements skills

Personal Attributes

Must demonstrate the following personal attributes:

- be honest and trustworthy
- be respectful
- process cultural awareness and sensitivity
- be flexible
- demonstrate sound work ethics
- deal with the public in a positive, courteous and respectful manner

Essential Functions

- Operate the school bus in a safe and effective manner in order to minimize the risk of injury, property damage or loss of life
 - Operate school bus according to all relevant legislation, policies and procedures
 - Perform daily safety and maintenance checks
 - Clean the bus regularly
 - Ensure that bus is safely and securely stored
 - Advise Administration of any requirements for maintenance or repairs
- Maintain schedules and maintain order on the bus
 - Pick up and deliver students as per set schedule
 - Take attendance on daily school bus runs
 - Make note of any behavioral or disciplinary problems and report to Administrator
- Attend school meetings, when required by Po'okumu
- Other related duties as assigned

Working Conditions: In motor vehicle (bus) with/without air conditioning;

Outdoors- all types of weather conditions when traveling for field trips/events

Hours: 6:00-8:00a; 2:00-4:00p, Monday-Thursday; 6:00-8:00a; 12:00-2:00p, Friday;

*field trips may be scheduled at other times during the day

Equipment Use: Bus; may also need to use general office equipment- computer,

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copier/fax machine, phones

Physical, Mental and Communication Demands:

- Requires sitting for long periods of time
- Requires intense concentration, particularly in poor driving conditions
- Requires working under pressure to deal with public and passengers; use of judgement or discretion while addressing behavior issues and discipline problems
- Requires maintaining order and discipline while driving in a safe and appropriate manner
- Requires working with different personalities
- Requires basic reading, writing, math and problem solving skills in both English and Hawaiian languages
- Requires basic verbal communication in both English and Hawaiian languages

The above information on this description has been designed to indicate the general nature and level of work performed by an employee in this classification. It is not to be interpreted as a comprehensive inventory, or all duties, responsibilities, and qualifications of employees assigned to this job. Management has the right to add to, revise, or delete information in this description. Reasonable accommodations will be made to enable qualified individuals with disabilities to perform the essential functions of this position.

Inā hoihoi kekahi e noi hana, e ho'ouna mai i kāu leka hoihoi, ka mo'omō'ali hana a 'elua (2) leka kāko'o. 'O ka lā palena pau ka lā **4 March 2016**. *If you are interested in applying, send in your letter of interest, resume, and two (2) letters of support. The deadline to apply is **March 4, 2016**.*

Hiki ke leka uila mai *You can email:* HR@kaumeke.net

Kelepa'i fax: (808) 933-0975

Leka mai *mail:* 1500 Kalaniana'ole Ave., Hilo, HI 96720

Kelepona: (808) 961-0470 ext. 225

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