



NORTHWEST ARCTIC BOROUGH SCHOOL DISTRICT  
HUMAN RESOURCES DEPARTMENT

P.O. BOX 51 • KOTZEBUE, AK 99752 • (907) 442-1800 • FAX (907) 442-2172

**POSITION VACANCY ANNOUNCEMENT C20-007**

**TITLE:** School Bus Driver (starting 2019-2020 school year.) – Kotzebue, AK  
(Back up, on call, as needed)

- QUALIFICATIONS:**
1. High school diploma or GED equivalent required.
  2. One to two years related experience and/or training.
  3. Valid Alaska Commercial Driver’s License with passenger endorsement (District will assist with getting CDL if needed).
  4. Must be 21 years of age or older. Submit to and pass the pre-employment Drug and Alcohol test. Fingerprints must clear Public Safety and FBI check.
  5. Ability to lift 40 pounds.
  6. Certified in First Aide preferred.
  7. Spotless driving record.

**REPORTS TO:** Director of Special Education

**JOB GOAL:** Operate a school bus which transports pupils and other authorized personnel to and from schools; does related work as required or assigned.

- PERFORMANCE RESPONSIBILITIES:**
1. Successfully complete and attend all training sessions as required.
  2. Checks bus before each operation for mechanical defects and notify the proper authority in case of mechanical failure or lateness.
  3. Transport and discharge students only at authorized stops.
  4. Adhere to all District rules and regulations.
  5. Obey all traffic laws and observe all mandatory safety regulations for school buses.
  6. Maintain discipline when students are on bus and report problems to proper authority.
  7. Keep assigned bus clean.
  8. Follow assigned route and schedule.
- Perform such other tasks and assume other responsibilities as the supervisor may assign

**LENGTH OF POSITION:** On call as needed  
**SALARY:** Range 12/Step 01, \$21.77 per hour

**EVALUATION:** Performance of this job will be evaluated in accordance with provisions of the Board Policy.

**APPLICATION PROCEDURES:**  
DISTRICT EMPLOYEES must submit the following to the Human Resources Office: Request for transfer; list of work experience and letter of recommendation from current supervisor.

OTHER APPLICANTS must submit the following items to the personnel office: A completed application, at least three (3) current references (one from most recent employer). All references must have current telephone numbers.

***APPLICANTS ALREADY ON FILE MUST SUBMIT  
A LETTER EXPRESSING INTEREST IN THIS POSITION***

***ALL OF THE ABOVE MUST BE POSTMARKED OR RECEIVED ON OR BEFORE  
THE CLOSING DATE TO BE CONSIDERED FOR THIS POSITION***

DATE ANNOUNCED ..... July 11, 2019  
DATE CLOSING ..... Open Until Filled

**AN AFFIRMATIVE ACTION - EQUAL OPPORTUNITY EMPLOYER  
APPLICATIONS FROM MINORITIES ARE ENCOURAGED**