



**JOINT SCHOOL DISTRICT NO. 171**

1145 Riverside Ave. P.O. Box 2259 Orofino, ID 83544

Phone (208)476-5593 Fax (208)476-3724

Orofino Elementary School, Orofino Jr/Sr High, Timberline School; Cavendish Elementary, Peck Elementary, Idaho Youth Challenge Academy

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## **Vacancy Announcement**

Date: August 8, 2022

Position: Transportation Secretary/Trainer

Location: Orofino

Minimum qualifications: Applicant must have minimum two years of experience in school bus driving and operation as well as a minimum of two years of experience in clerical work. Must possess a class B commercial driver's license with the following endorsements: school bus, air brake, and passenger. Must be able to pass a D.O.T. physical. Applicant must be able to lift fifty (50) pounds. Selected applicant must be able to pass a criminal background check, drug screen, and random drug testing thereafter.

- Job Description:
  - Answer phone calls, and respond to driver, school, and public transportation concerns
  - Maintain transportation accounts receivable
  - Complete all required state transportation reporting
  - Makes reports to school officials concerning student disciplinary actions, incidents, or injuries.
  - Maintain training records for all new hired and current bus drivers
  - Provide training for all new hired bus and current drivers as needed and required by law.
  - Assist with any training related tasks that are required yearly to include evaluations, in-service training, evacuation drills, SPED equipment maintenance and training, multiple bus familiarization, and assist with classroom training when needed.
  - Provide hands-on training of school buses and equipment for all newly hired bus drivers following all SISBO, CDL, DOT and district rules, regulations and guidelines.
  - Represent the district and participate in workshops to enhance and support the safe transportation of students.
  - Perform all duties of a school bus driver including transporting students, completing vehicle safety inspections, maintaining vehicle cleanliness, completing reports, reporting accidents and attending training classes.
  - Provide open and consistent communication through verbal and written documentation to the Transportation Director

- Perform other duties as assigned

Salary: \$18.57 per hour

Benefits: Employee medical, vision and dental insurance coverage paid 100% by the district. Family benefits paid at 80% coverage. \$20,000 employee life insurance and \$2,000 dependent life insurance paid by the district.

Closing Date: 8/22/2022

Direct Inquiries: Derrik Larson, Transportation Director: 208-476-0416, [larsond@jsd171.org](mailto:larsond@jsd171.org)

Applications Available: <https://orofinojsd171.schoolinsites.com/employmentopportunities>  
(select Classified Application)  
email [HR@jsd171.org](mailto:HR@jsd171.org)  
Central Office- 1145 Riverside Ave. Orofino, ID 83544

Please return application materials to Farrah Zumhoff: [HR@jsd171.org](mailto:HR@jsd171.org)

**EOE/AA EMPLOYER  
VETERANS' PREFERENCE**