

HARRISON SCHOOL DISTRICT TWO

ESP POSITION JOB DESCRIPTION

Job Title: Bus Driver
Prepared Date: December 19, 2014
Work Year: 180 days
Department: Transportation
Reports To: Supervisor of Transportation

SUMMARY Drive school bus over assigned route, while abiding by all Federal, State, and District rules and regulations. Manage passenger conduct and ensure vehicle and passenger safety.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

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| D | 60% | Transport passengers to and from school and school to school in a safe and timely manner in all weather conditions. |
| D | 10% | Educate students on bus rules. Enforce school regulations regarding student discipline. Establish and maintain good student relations. Report to proper school administrators issues requiring student discipline and parent notification. |
| D | 8% | Provide care and assistance, as needed, to passengers entering and exiting the bus, during transportation, and crossing the street. Provides necessary assistance to disabled students. |
| D | 5% | Inspect all equipment, instruments, safety devices on vehicle to ensure compliance with all Colorado Department of Transportation and District policies. |
| D | 5% | Complete trip documentation including mileage logs, incident reports, emergency reports, and detailed instructions for routes. |
| D | 2% | Complete and submit work requests to Fleet Services for items needing repair on vehicle. |
| D | 2% | Maintain correct fuel and other fluid levels in vehicle. |
| D | 2% | Participate in focus groups and transportation committees. Assist in the training of other drivers. |
| W | 3% | Prevent the spread of contagious bacteria by manually washing and disinfecting the exterior and interior of the bus. |
| W | 1% | Perform other duties as assigned. |
| M | 2% | Attend in-service training sessions and complete annual written and driving tests to maintain skills and ensure compliance for commercial license certification and District and State requirements. |

D = Daily W = Weekly M = Monthly A = Annually

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND TRAINING High school diploma or equivalent.

EXPERIENCE 0 – 2 years experience in driving a bus or truck preferred.

SKILLS, KNOWLEDGE, & EQUIPMENT Standard First Aid training required within 90 days of hiring. Experience operating a school bus or other large equipment, special needs equipment, and bus wash equipment preferred. Experience dealing with children and children with special needs preferred. Ability to promote and follow Board of Education Coherent Governance Policies, District Policies and building and department procedures;

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communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds and recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

CERTIFICATES, LICENSES, & REGISTRATIONS Completion of Department of Transportation physical and drug and alcohol screening required. Commercial Driver's License and Class "B" license with P2 endorsement preferred. Criminal background check required for hire.

SUPERVISION/TECHNICAL RESPONSIBILITY This job has no supervisory responsibilities; however, this position is responsible for supervising passenger conduct on the bus.

JUDGMENT AND DECISION MAKING Work is assigned by the Supervisor of Transportation, Transportation Specialist, Dispatchers, Driver Instructor Specialist, and Driver Trainer. This position requires independent judgment to determine if bus is safe to operate when and if route deviations are required, when to utilize additional driving safety precautions, and maintaining appropriate radio protocol. Additionally, independent judgment must be applied to determine appropriate type and severity of discipline for passengers. Decision making requires collaboration with the Supervisor of Transportation, Transportation Specialist, Dispatchers, Driver Trainers, School Staff, Colorado Sheriff's Department, Colorado Springs Police Department, parents, and co-workers. Supervisor is occasionally involved in decision making.

SAFETY TO SELF AND OTHERS High exposure to self and others to the following: chemical burns due to batteries, gas, anti-freeze; disease due to cleaning bodily fluids; and repetitive motion stress due to steering, shifting, and opening doors. Medium exposure to self and others to bruises, cuts, burns, loss of limb, loss of sight, disfigurement, and fatality due to traffic accidents and fights. Low exposure to self and others to hernia due to lifting students and wheelchairs.

The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; talk or hear. The employee frequently is required to stand; stoop, kneel, crouch or crawl; talk or hear; taste or smell. The employee is occasionally required to walk; climb or balance; taste or smell. The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT While performing the duties of this job, the employee is regularly exposed to moving mechanical parts; fumes or airborne particles; outdoor weather conditions; vibration. The employee is occasionally exposed to wet and/or humid conditions; high, precarious places; toxic or caustic chemicals; risk of electrical shock. The noise level in the work environment is usually loud.

MENTAL FUNCTIONS While performing the duties of this job, the employee is regularly required to compare, communicate, use interpersonal skills, and negotiate. Frequently required to analyze, coordinate, compute, evaluate, and compile. Occasionally required to copy, instruct, and synthesize.