

Fountain-Ft. Carson School District Eight
Job Description

Job Title: **Transportation Over the Road Driver (OTR)**

Reports To: **Transportation Supervisor**

Pay Schedule/Range: **Classified**

FLSA Status: **Non-exempt**

Prepared/Revised Date: **November 15, 2021**

Work Year: **185 days**

SUMMARY: Responsible for driving the bus, maintaining order, exercising appropriate discipline and ensuring the safety and welfare of all passengers. Provide safe transportation of children on district owned school buses.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *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. The frequency and percentage of time of duties may vary based on building assignment.*

Job Tasks Descriptions	Frequency
1. Safely operate school buses in various weather conditions.	D
2. Maintain control of passenger conduct and ensure safety of passengers while in route. Implement discipline as necessary.	D
3. Monitor student behavior and maintain order and discipline on bus.	D
4. Drive athletic trips and field trips that go out of town or overnight as a priority. Cover routes when not covering trips.	D
5. Inspect and ensure that all equipment, instruments, safety devices, and vehicles meet requirements and are operating properly before and after driving duties. Maintain adequate levels of fuel, engine oil, and coolant.	D
6. Perform pre trip, post trip and mountain pass inspections of district vehicles to comply with DOT, CDE and District 8 regulations, policies and standards.	D
7. Inspect and insure the interior and exterior cleanliness of the assigned bus.	D
8. Communicate with Transportation personnel, students and school officials.	D
9. Report emergencies, breakdowns, delays, and/or accidents timely to the Transportation Supervisor.	D
10. Attend safety and in-service meetings.	M
11. Prepare for and execute emergency bus evacuation drills.	Fall/Spring
12. Perform other duties as assigned.	Ongoing

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma, completion of G.E.D., or equivalent.
- Must have at least 2 years experience as a CDL driver.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- Valid Colorado driver's license.
- Commercial driver's license (CDL) with Class B with PS endorsements. ☐ CPR and First Aid certifications.
- District's School Bus Driver Training Program required for hire. ☐ Must be at least 21 years of age.
- Must pass annual CDE written test.
- Must pass annual driving performance test.
- Must pass DOT physical.
- Must have a record of safe driving per motor vehicle record check.
- Must pass drug/alcohol screen per Board Policy EEAEAA and EEAEAA-R.

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TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Oral and written communication skills.
- English language skills.
- Interpersonal relations skills.
- Customer service and public relations skills.
- Critical thinking and problem solving skills.
- Knowledge of Colorado and Federal laws as they relate to transportation of children.
- Ability to read and interpret route sheets and/or maps.
- Ability to meet on-time schedules and find safe and efficient routes to various destinations.
- Available to drive routes, athletic trips and fields trips at various hours and days including evenings, weekends, holidays and overnight.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to manage multiple priorities.
- Ability to diffuse and manage volatile and stressful situations.
- Ability to work positively and constructively with students and staff with diverse backgrounds and abilities.
- Ability to promote and follow Board of Education policies, Superintendent policies and building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds.
- Ability to 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.
- History of consistent attendance and punctuality.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Must be able to safely drive a full size school bus..

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE
Reports to:	Transportation Supervisor

	POSITION TITLE	# of EMPLOYEES
Direct reports:	This job has no direct supervisory responsibilities.	

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *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 is occasionally required to stand; walk; climb or balance; taste or smell. The employee must frequently lift and/or move up to 10 pounds and occasionally 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 frequently exposed to moving mechanical parts; fumes or airborne particles; outdoor weather conditions. 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 communicate and use interpersonal skills. Occasionally required to compare, analyze, copy, coordinate, instruct, compute, synthesize, evaluate, compile and negotiate.