



Weld County School District Re-3J Job Description

Position Title: Multifunction/Small Vehicle Driver

Department: Transportation

Reports to: Transportation Coordinator

General Purpose: Responsible for safely transporting students and patrons to and from school activities in accordance with state regulations and District policies.

Duties/Responsibilities:

- Safely operate a vehicle to transport students and patrons to and from school, special events, and activities, including work based learning activities, during weekday, weekend or evening hours as dictated by federal, state and District regulations and procedures and route assignment. Read and comprehend route descriptions and maps as needed.
- Maintain accurate student records of attendance for each trip.
- Maintain student confidentiality regarding work-based learning assignments and placements.
- Monitor passenger behavior for any medical or behavioral problems, administer First Aid and issue written reports as required. Aid in loading and unloading of passengers via the stairs or lift mechanisms including securing wheelchairs, oxygen bottles, harnesses, seat belts, car seats, band and athletic equipment, or luggage as dictated by route assignment and need
- Adhere to the daily route and schedule for student pick-up and drop-off, as set by the Transportation Coordinator
- Perform pre-trip and post-trip inspections on buses including examining the engine compartment, testing brakes and inspecting the chassis, interior and exterior of the bus. Fuel, service, and clean buses in accordance with District, state and federal regulations and policies. Report damage and malfunctions as required by District policies and procedures
- Watch and direct students being picked up and dropped off in order to maintain their safety.
- Coordinate with transportation department personnel, other District departments, parents, students and schools in person, via a two-way radio, and telephone to accommodate any route changes, student issues, or special requests.
- Ensure that students have a positive experience as a passenger on the bus.

- Attend and complete required training courses to obtain and maintain the following:
 - First Aid and CPR certification
- Maintain responsible leadership at all times
- Obey all traffic laws and follow all mandatory safety regulations for school buses
- Report all accidents to the Transportation Coordinator and complete the required documents.
- Maintain discipline on the school bus, log student behavior, and report undisciplined students to the Transportation Coordinator.
- Attend all inservice training sessions and complete required training courses
- Such alternatives to the above duties as the administration may find appropriate and acceptable
- *All other duties as assigned*

Supervisory Duties:

- None

Job Qualifications:

Knowledge, skill & ability:

- Must be able to speak, read, write, and understand English
- Must have ability to relate well with children, parents, district staff, and community members
- Strong communication skills with students, parents, and staff - able to generate positive relations and morale
- Ability to learn to operate a school minibus
- Willingness and ability to read, understand, and follow federal and state student transportation regulations
- Ability to pass the Colorado Department of Transportation (DOT) physical
- Ability to satisfactorily pass criminal and driving history checks in accordance with federal, state and local guidelines
- Ability to meet the district's physical requirements of a bus driver
- Highly motivated and results oriented
- Ability to take directions and work with others
- Must adhere to district policies and the strategic plan

Education or formal training:

- High school diploma or GED
- Must have a valid Colorado Driver License with clean driving record to satisfy insurance requirements

Experience:

- Must be 19 years of age

Material and equipment directly used:

- A variety of makes and models of school busses and other vehicles
- This is not an all inclusive list

Working environment/physical activities:

- Daily routine includes sitting, walking, bending, stooping, lifting, pushing, pulling, wiping
- Must be able to lift and carry 75 pounds at distances up to 200 feet
- Must be able to work in a variety of temperatures
- Must maintain a neat, clean appearance
- Routinely work outside to perform bus inspections

Terms of Employment:

- Primary work is days
- May be asked to work some evenings and weekends
- School District Comprehensive Benefits – please refer to Board Policies, current salary schedule and summary sheet
- The hours per day may vary with route and trip assignments
- This position is that of an “at will” employee. Employment is subject to approval or ratification of a Letter of Employment by the Board of Education and may be terminated by either party with or without cause at any time

Evaluation: Performance of this job will be evaluated by the Transportation Coordinator

Note: This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.