

JOB DESCRIPTION

Job Title:	Driver, Non-CDL	FLSA Status:	Non-Exempt
Job Family:	Transportation	Pay Range:	10
Pay Program:	Classified	Work Year:	175 days
Prepared/Revised Date:	March 2023		

SUMMARY: Responsible for driving a route in non-cdl vehicle, obeying all motor vehicle rules, exercising appropriate discipline and ensuring the safety and welfare of all passengers. Provide safe transportation of children on district owned vehicle such as a Suburban or mini-bus.

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. Frequency of duties, percent of time and work year may vary based on department or building assignment.*

Job Tasks Descriptions	Frequency	% of Time
1. Safely operate vehicle in various weather conditions.	D	25%
2. Maintain control of passenger conduct and ensure safety of passengers while in route. Implement discipline as necessary.	D	20%
3. Assist passengers entering and leaving the vehicle during transportation.	D	10%
4. Offer appropriate staff interaction during transportation.	D	5%
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	5%
6. Inspect and insure the interior and exterior cleanliness of the assigned vehicle.	D	5%
7. Distribute incident referrals to designated schools or locations.	W	5%
8. Communicate with Transportation personnel, students, parents and school officials.	W	5%
9. Report emergencies, breakdowns, delays, and/or accidents immediately to the transportation office.	D	5%
10. Attend safety and in-service meetings.	M	5%
11. Prepare for emergency situations and work with students, parents, and staff to mitigate or manage these situations	M	5%
12. Perform other duties as assigned.	Ongoing	5%
	TOTAL =	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma, completion of G.E.D., or equivalent.
- No experience required.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- Valid Colorado driver’s license.
- CPR and First Aid certifications.
- Must be at least 21 years of age.
- Must pass annual driving performance test.
- Must pass CDE written test for small vehicle operators.
- 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.

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 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 with students 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.
- Ability and willingness to adhere to attendance requirements and to follow district procedures for absence reporting. Regular attendance is an essential function of the position and necessary for the efficient operation of the business. Employees are expected to be on time and punctual for work, conforming to established work hours. It is recognized that there are times when a person must be absent due to illness or other reasons.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- None required.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE
Reports to:	Terminal Operations Manager

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

- Responsible for supervising the behavior and well-being of students getting on and off the bus.

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 ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit				X
Use hands to finger, handle or feed				X
Reach with hands and arms				X
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk			X	
Hear				X
Taste		X		
Smell		X		

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			X	
Up to 25 pounds		X		
Up to 50 pounds		X		
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare		X		
Analyze		X		
Communicate				X
Copy		X		
Coordinate		X		
Instruct		X		
Compute		X		
Synthesize		X		
Evaluate		X		
Interpersonal Skills				X
Compile		X		
Negotiate		X		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts			X	
Work in high, precarious places	X			
Fumes or airborne particles			X	
Toxic or caustic chemicals	X			
Outdoor weather conditions			X	
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration			X	

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	
Loud	X
Very Loud	