Thompson School District
Classified Job Description

Job Title: Route School Bus Driver
Revised Date: January 2022
Work Year: 178 days
Department: Transportation
Reports To: Transportation Supervisor/Scheduler
Benefits include: Health, dental, and life insurance, PERA retirement, paid time off, extended leave bank, as well as other optional benefit elections.

ABOUT THOMPSON SCHOOL DISTRICT:
The Thompson School District is the 17th largest school district in Colorado, encompassing 362 square miles and serving approximately 15,000 students. The district's territory includes Loveland and Berthoud, plus sections of Fort Collins, Windsor, Johnstown and unincorporated land in Larimer, Weld and Boulder counties. TSD serves students in Pre-K through 12th grade with thirteen school-based preschool programs, a dedicated preschool building, two K-8 buildings, eighteen elementary schools, five middle schools, five high schools, two charter schools and one career campus. Teachers and administrators collaborate with families and community partners to ensure that students are college, career and community ready. Visit the district website at thompsonschools.org to learn more.

SUMMARY: Transport students to and from school and activities while maintaining safety and enforcing and complying with District, State and Federal regulations.

ESSENTIAL DUTIES AND RESPONSIBILITIES
• Transport students to and from school while following CDE, CDL and District policies.
• Ensure the safety of students entering, exiting and riding the bus and while crossing the street.
• Inspect vehicle in compliance with State, Federal and District policy before and after driving assignments. Report all safety defects and ensure vehicle is in compliance.
• Maintain discipline on the bus. Report infractions to parents, school authorities and transportation supervisor. Contact parent for meeting if necessary.
• Maintain interior and exterior cleanliness of assigned vehicle.
• Ensure safety equipment meets requirements. Check for adequate fuel, oil and coolant.
• Assist in monitoring and responding to student’s physical, medical or emotional needs.
• Update route sheets as required when students are added or taken off route.
• Report accidents, incidents, hazards, breakdowns and delays to dispatch or supervisor.
• Attend training classes, first aid and in-service meetings. Conduct emergency evacuations.
• Maintain reports, records and written documentation as required or requested by supervisor.
• Work in cooperation with Bus Para in operating bus lift and securing adaptive
• Perform other duties as assigned.

JOB QUALIFICATIONS:
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.

KNOWLEDGE, SKILLS, and ABILITY:
• Basic math, writing, communication, and accounting skills.
• Operating knowledge of type A, B, C, and D school buses, 2-way radio, fire
  extinguisher, electronic fuel pumps and specialized equipment preferred at hire.

SUPERVISION/TECHNICAL RESPONSIBILITY:
Directly supervises students. Spends up to 50% of time conducting supervisory
responsibilities. Carries out supervisory responsibilities in accordance with the
organization's policies and applicable laws. Responsibilities include addressing
complaints and resolving problems and disciplining.

EDUCATION AND TRAINING:
High school diploma or equivalent, or equivalent combination of education and
experience.

EXPERIENCE:
0 – 2 years experience in bus or truck driving preferred. Previous experience working
with children helpful.

CERTIFICATES, LICENSES, & REGISTRATIONS:
Must possess valid Colorado Commercial Driver’s License (Class B with P2 and S
endorsements) within 2 weeks of hire. Must acquire First Aid certification within three
months of hire.

SAFETY TO SELF AND OTHERS:
• In order to safely perform this position, you must familiarize yourself with the
  safety rules of your job and participate in all safety training provided by your
department. You must wear personal protective equipment whenever required,
ask for assistance if the task requires more than one person and, if you’re
unsure how to perform a task safely, stop and ask your supervisor for instruction
before continuing.
• All employees of the District are responsible for maintaining a safe and healthy
  work place and insuring that safety precautions and practices are followed.
• We expect you to immediately report any unsafe working conditions or safety
  problems to your supervisor. Until corrective action is taken, be sure that the
  area or condition is restricted and that cautionary devices, i.e., cones, temporary
  fencing, floor signs, etc. are in place so that others are not affected or injured.

The physical demands 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 and reach with hands and arms. The employee is occasionally required to stand, walk, balance, stoop, kneel, crouch, talk or hear. The employee must be able to step up onto a 16½ “high step on a frequent basis. The employee must be able to exert 15 pounds of force to operate the brake pedal and 10 pounds of force to turn the steering wheel. The employee must be able to exert up to 35 pounds of vertical pushing force, 55 pounds of horizontal pushing and 55 pounds of downward pulling force. The employee must also be able to lift 50 pounds regularly. In the event of an emergency evacuation of a school bus, the employee may be required to assist in the evacuation of children from the rear of the vehicle, requiring the ability to lift or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

EQUAL EMPLOYMENT OPPORTUNITY:
Thompson School District shall not discriminate in its employment or hiring practices on the basis of race, ethnicity, religion, sex, sexual orientation, age, marital status or disability. The Superintendent is committed to cultural diversity among district personnel as a means of enriching educational experience. The District shall identify, solicit, and consider applicants for employment from a broad spectrum of qualified individuals who will contribute to that effort.

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