JOB TITLE: Bus Driver

SALARY: According to placement on current compensation table

TERMS OF EMPLOYMENT: 9-month position

EVALUATION: Performance of this job will be evaluated in accordance with the procedures for evaluating non-licensed staff

REPORTS TO: Operations Manager-Transportation and Assistant Operations Manager-Transportation

SUPERVISORY RESPONSIBILITIES:
1. None

JOB QUALIFICATIONS:
Education:
1. High school diploma or equivalent

Experience:
1. Experience driving larger vehicles preferred
2. Experience working with children preferred

Certificates/Licenses:
1. Valid Colorado Commercial Driver’s License, B, with Endorsement Classification P2,S
2. Must meet requirements under the Department of Transportation guidelines for physical fitness
3. Current First Aid and CPR Certification
4. Must be willing to obtain certification in Crisis Prevention Institute (CPI)

JOB EXPECTATIONS:
1. Must complete Widefield School District’s training for school transportation vehicle operators
2. Demonstrates effective organizational, problem solving, and conflict resolution skills
3. Demonstrates punctuality and good attendance
4. Complies with all safety policies, practices, and procedures, including proper use of equipment
5. Reports all unsafe conditions/activities to supervisor, Human Resources, or Risk Management
6. Demonstrates aptitude and interest for the work to be performed
7. Follows appropriate District policies and procedures
8. Meets deadlines
9. Demonstrates confidentiality as related to job
10. Develops and maintains professional working relations with other District employees
11. Works flexible hours when needed, including split shifts, extra-curricular activities, and altered schedules
12. Must complete minimum required annual training hours mandated by the Colorado Department of Education
13. Continual compliance with regulations, rules, or statutes related to Colorado State Board of Education Rules and Regulations, Colorado Department of Education, and Colorado State Law

JOB SKILLS AND ABILITIES:
1. Demonstrates the ability to drive all school transportation vehicles
2. Performs responsibly under stressful situations and in adverse weather
3. Ability to establish positive rapport and communication with school transportation vehicle students, parents, and school staff

ESSENTIAL FUNCTIONS:
1. Knows and obeys all traffic laws and regulations for Commercial Motor Vehicles and Colorado Department of Education school transportation vehicles

ESSENTIAL FUNCTIONS:
2. Drives according to set standards as directed in District training and in accordance with the Operations Manager and Assistant Operations Manager of Transportation
3. Maintains student management and enforces established procedures for proper student behavior on school transportation vehicles applying the Widefield School District 3 Student Conduct and Discipline Code
4. Keeps assigned bus clean, inside and out on a daily basis, including: cleaning and dusting driver’s area, picking up paper, sweeping interior floor, cleaning and checking seats, and cleaning interior/exterior windows
5. Keeps to assigned route schedule and immediately notifies appropriate personnel if route schedule changes
6. Performs required pre-inspection before operation of school transportation vehicle in accordance with federal and state regulations
7. Notifies the appropriate personnel in the event of vehicle mechanical failure
8. Notifies the appropriate personnel in the event of lateness to scheduled destination
9. Picks up and discharges students only at authorized stops
10. Exercises responsible leadership at all times
11. Transports only authorized students, and develops seating charts as required by the Operations Manager of Transportation
12. Reports all accidents and completes required reports to District personnel and other authorities as needed
13. Executes proper school transportation vehicle evacuation of students and self, including the physical maneuvering of students who need assistance, as required by Colorado Department of Education
14. Participates in in-service programs as required by the Operations Manager of Transportation and the Colorado Department of Education
15. Follows instructions regarding universal precautions for safety and health requirements as outlined during training
16. Maintains driver’s book with specific route directions, pre-trip inspection forms, mileage sheets, and seating charts
17. Maintains assigned vehicle at appropriate maintenance standards by conducting required vehicle inspections and reporting equipment faults and scheduled services to maintenance personnel
18. Models an effective understanding and respect for diversity and inclusion
19. Incorporates legal rights and due process for children with special needs
20. Demonstrates the ability to communicate effectively, collaborate with co-workers, and interact with colleagues in a professional manner
21. Demonstrates a positive attitude toward change
22. Performs such other tasks as may, from time to time, be assigned

Special Education Route Drivers as assigned:
1. Informs transportation office immediately if parent or guardian is not at residence to receive the student in curb-to-curb drop off service
2. Supervises students on bus in accordance with students’ Individual Education Plans (IEPs) and department requirements

Completes required documentation relating to Special Education students Activity Driver as assigned:
1. Follows guidelines and procedures as defined by the Colorado Department of Education for Activity Drivers
2. Maintains activity logbook with specific route directions, pre-trip inspection forms, mileage sheets, bus requisition form, and seating charts

During an assigned activity, available to students and staff as needed Relief Driver as assigned:
1. Route assignments are subject to change daily
2. Maintains cleanliness of assigned spare school transportation vehicles
3. Pre-inspect assigned spare school transportation vehicles

PHYSICAL DEMANDS:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, and feel; reach with hands and arms; talk and hear; and taste and smell. The employee is frequently required to climb or balance, bend, kneel and crouch. The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or
move up to 100 pounds with assistance. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus continually and quickly.

**WORK ENVIRONMENT:**
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is regularly exposed to moving mechanical parts, fumes or airborne particles, outside weather conditions, extreme cold, extreme heat, and vibration. The employee is frequently exposed to toxic or caustic chemicals and explosives. The noise level in the work environment varies from moderate to loud. Reasonable accommodations shall be made to enable individuals with disabilities to perform the essential functions pursuant to applicable law.

This is a temporary administrative guide, subject to change.

Prepared by: KV/blm/JL
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