

DURANGO SCHOOL DISTRICT 9-R

JOB DESCRIPTION

Job Title: Bus Driver/Out of Town Activity Driver
Job Family: Transportation Services

Pay Grade: Support Staff, Range 13
and an additional \$3.00 per hour for out of town activity driving

Department: Transportation
Typical Work Year: 9 months

FLSA Status: Non-exempt
Prepared Date: July 1, 2017

SUMMARY: Responsible for the efficient and safe operation and basic maintenance of a school bus over an assigned route and on Out of Town Activities. Drive school bus over assigned route, abiding by all rules and regulations set forth by the CDE, DOT, and District. Attend to students special health needs and maintain their well being while in route. **An Out of Town Activity Driver must complete twenty (20) activities during the school year.**

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.*

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| D | 73% | Transport passengers in a safe and timely manner in all weather conditions. Educate students on bus rules. Establish and maintain positive student relations. Enforce district regulations regarding student discipline. Communicate with transportation personnel and parents regarding student behavior that requires redirection; report to proper school administrators issues requiring student discipline and parent notification. Assist students, as needed, in loading and unloading the bus. Load and unload passengers in wheelchairs, strollers, etc. using the bus lift. Secure passengers' wheelchairs, strollers, etc. and properly fasten all protective safety devices, car seats, lap belts, and T-straps. |
| D | 7% | Execute a pre-trip inspection of the bus in accordance with the Colorado Department of Transportation and District guidelines. Maintain all fluids at the proper levels. Complete post-trip inspection of the bus in accordance with District guidelines. Maintain interior and exterior cleanliness of the bus. Keep outside mirrors and driver's windows clean inside and out. Fuel vehicles per department guidelines. |
| D | 4% | Communicate in person and via radio for routine, urgent, and emergency situations. Report all unsafe route and bus stop conditions to the Scheduler/Dispatcher. |
| D | 4% | Complete required paperwork, including monthly reports, route sheets, ride rosters, etc. and report accidents and hazards. Complete and submit work requests for items needing repair on vehicle. Read district email and respond as needed |
| D | 2% | Verify route times at beginning and throughout the year to maintain the accuracy of the schedulers' assignments. Provide information to scheduler for updating routes and maps. |
| D | 1% | Manage special needs of special education students and health situations on the bus. |
| M | 6% | Receive training and/or instruction necessary to maintain knowledge and certifications required by/for CDE, DOT, CDL, and District. (Physical, License renewal, Training) |
| BA | 1% | Execute emergency evacuation of students biannually and assist in emergency situations while in route. |
| Ongoing | 2% | Perform other duties as assigned. |
- Transport passengers in a safe manner to Out of Town Activities. Enforce all bus rules while on Activity. Secure all luggage that maybe transported for sporting events, etc. Assist in loading/unloading under carriage of school bus.
 - Communicate with dispatcher on passenger count, location of destination of activity, and route in which to activity will be traveling. Notify dispatcher if route, passenger count, or location changes.
 - Maintain Log Book during activity; submit to office upon completion of activity.

EDUCATION AND TRAINING: High school diploma or equivalent. One year of school bus driving experience.

EXPERIENCE: Must complete District Driver Training. Bus driving experience and experience working with children preferred.

CERTIFICATES, LICENSES, & REGISTRATIONS:

- Criminal background check required for hire.
- Valid Colorado driver’s license.
- Commercial driver’s license (CDL) with Class B and P2S endorsement.
- CPR and First Aid certifications required within 90 days after hire.
- Successful completion of District’s School Bus Driver Training Program required for hire.
- Must be at least 21 years of age.
- Must pass annual 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

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Ability to communicate effectively (verbally and in writing) in English.
- Knowledge of city and county road networks and location of schools in the district and surrounding area.
- Knowledge of out of town locations and the ability to utilize maps an GPS units.
- Ability to drive in all weather conditions.
- Knowledge of driving a bus and working parts of bus preferred at hire.
- Ability to maintain confidentiality in all aspects of the job.
- Critical thinking and problem solving skills.
- Ability to diffuse and manage volatile and stressful situations.
- Ability to work with students with diverse backgrounds and abilities.
- Knowledge of Colorado and Federal laws as they relate to the transportation of students.
- Ability to promote and follow Board of Education policies, Superintendent policies and building/department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people including those 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.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of school buses and pool vehicles required within one month after entering position.
- Operating knowledge of basic maintenance and emergency equipment including radio, tire chains, flare, etc. required within one month after entering position.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

Reports to: Director of Transportation

Direct Reports: This job has no supervisory responsibilities

- Responsible for supervising the behavior and well-being of students getting on and off the bus and while in route.
- May be asked to serve as a resource for new drivers and assist in new driver training

BUDGET AND/OR RESOURCE RESPONSIBILITY: This job has no budgetary responsibilities.

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			
	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			
	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			
	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			
	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	

Very Loud	X
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The signatures below indicate that job description has been reviewed by the employee with the supervisor.

Employee Name (Print)

Employee Signature

Date

Supervisor Name (Print)

Supervisor Signature

Date