



SERVICE WORKER

BUS DRIVER

JOB DESCRIPTION

JOB TITLE: Service Worker - Bus Driver
REPORTS TO: Supervisor of Transportation
LOCATION: Education Support Services

FLSA STATUS: Non-Exempt
PAY GRADE: CLS-09
DAYS: 185
JOB ID & DATE: CLS-60, June 2023

JOB PURPOSE SUMMARY

Responsible for the transport of students to and from school plus extra trips. Abide by the Department of Transportation, Department of Education, Special Education, State and District rules, regulations and guidelines.

REQUIREMENTS

Education Level Details

High School Diploma or GED

License / Certification Required

Drivers license with no more than 8 points in 3 years.

Hold or ability to obtain, and maintain, a CDL Class B license with P2S Endorsement
DOT medical card, First Aid and CPR certification.

Work Experience Required

Transportation experience preferred

Other Skills and Abilities Required

Ability to read and understand instructions for maintenance and safety procedures.

Basic Interpersonal relations skills.

Basic math and accounting skills.

Basic critical thinking and problem solving skills.

Ability to manage multiple tasks with frequent interruptions.

Basic knowledge of reading maps.

Ability to drive a bus not required at hire. Training will be provided.

KEY FUNCTIONS, ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential Duties

- Transport passengers to and from destination in a safe manner.
- Oversee well being of students. Monitor health care issues of passengers with mental, physical and health concerns including seizures, feeding tubes and oxygen.
- Load and unload passengers according to guidelines. Maneuver wheelchairs on ramps, curbs and inside the bus. Secure passengers, wheelchairs and properly fasten all protective safety

devices, car seats, lap belts and t-straps.

- Work in situations such as inclement weather, upset parents, road construction and mountain terrain.
- Communicate with dispatch, students, parents, teachers, paras, district employees, general public and local agencies according to guidelines and in a professional manner.
- Perform daily inspections of vehicle before route begins, during, and at the end of each day.
- Respond to emergency situations such as break-downs and accidents.
- Ability to pick up additional shifts, attend meetings, etc as needed.
- Document mileage sheets, referrals, and student count. Update route information, incident reports, and seating charts.
- Operate equipment such as fueling and cleaning bus and operating manual and automatic lifts.

Other

- Perform other job-related duties as assigned

SUPERVISORY RESPONSIBILITIES

Responsible for the supervision of bus monitors.

PHYSICAL REQUIREMENTS/WORKING CONDITIONS

The physical demands, work environment factors and mental functions described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Physical Demands: While performing the duties of this job, the employee is occasionally required to stand, climb or balance, stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 40 pounds.

Work Environment: While performing the duties of this job, the employee will work primarily in training facilities and school transportation depots. Required to drive a bus in various Colorado weather conditions, including warm and cold weather, snow, sleet, hail, and rain. The employee may be required to work evenings and weekends. The employee must be able to work flexible schedules.

Mental Functions: While performing the duties of this job, the employee is regularly required to communicate, compare, analyze, coordinate, instruct, evaluate, and use interpersonal skills. Occasionally required to compile, copy, compute and negotiate.

Employee Printed Name: _____

Employee ID Number: _____

Signature: _____

Date: _____