

**BRIGHTON SCHOOL DISTRICT
CLASSIFIED POSITION JOB DESCRIPTION**

Job Title: Non CDL Bus Route Driver
Date Prepared or Last Modified November 10, 2022
Work Year: 158 days
Department: Transportation
Reports To: Transportation Supervisor/Director

SUMMARY: Transport students, safely and expediently, and other authorized personnel to and from home, between schools and on district sponsored trips. Responsible for conducting pre-trip inspections, observe safety regulations and policies; enforce student discipline on the bus; and perform other related duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES: include the following. Other duties may be assigned.

- D 65% Responsible for the safe and expedient transportation of students and other authorized personnel, including driving bus route according to bus stop locations and time schedules (may deviate from prescribed route in cases of illness, emergency or noise levels and settling student disputes; communicating with Transportation personnel, parents and school officials regarding student behavior (may include assistance in changing the students behavior, write student misconduct forms); and completing various forms and reports including field trips, attendance sheets, collection of student ridership forms, weekly tracking report and vehicle log sheets (mileage book). Monitor student riders for any suspected child abuse, sexual harassment, bullying, bodily fluids cleanup and medical conditions (e.g. diabetic shock, seizures, respiratory conditions, etc.). Monitors students at designated crossing to ensure students have safe passage. Maintain continual training and have a good understanding when working with special education and wheelchair students. Work alongside with Paraprofessional to plan and discuss behavior management, emergency evacuation procedures and medical emergencies while maintaining a professional team relationship with the Paraprofessional. Be flexible and adaptable to all students and protect all student confidential information.

- D 15% Perform daily pre-trip and post trip inspections on bus in accordance with the Colorado Code of Regulations and District guidelines, including checking oil, tires and maintaining all fluids at the proper levels and checking the condition of the bus. Responsible for notifying Technician of any defect to the vehicle. Maintain the cleanliness of the bus interior/exterior. Keep outside mirrors and driver's windows clean inside and out.

- D 5% Communicate in person and on a two-way radio for routine, urgent and emergency situations. Report all unsafe route and bus stop conditions to Dispatcher/Routers.

- D 5% Use proper procedures when working with special education and wheel chair students. Aid in the loading and unloading process of students needing assistance in boarding as well as those with special needs, via stairs or lift mechanisms. Ensure that all safety vests and other required restraint devices are used properly. Protect all student confidential information.

- W/M/A 4% Attend all meetings and training sessions including all in-services and student development training (either in person or online (Zoom), First Aid/CPR classes that are required by the District. Check TMS weekly (Fridays); turn in edit for missed punches/leave slips, notify TMS Manager/Director of shortage or average on weekly hours in order to meet required hours for the week and ensure unapproved overtime is not accrued. Maintain CDL license which includes keeping DOT Physical current to ensure compliance with all state and federal regulations.

- M/A 5% Verify route times at beginning and throughout the year to maintain the accuracy of the Routers' Assignments. Provide information to the Routers to ensure maps and routes are updated.. Complete state required October 1st mileage and student count. Responsible for maintaining/updating Emergency Red Book and keeping cover sheets current for Dispatch.

- Ongoing 1% Perform other duties as assigned.

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.

EDUCATION AND TRAINING High School diploma or equivalent.

EXPERIENCE: No experience required, however, experience working with children and previous truck or bus driving experience preferred.

SKILLS, KNOWLEDGE, & EQUIPMENT Communication, interpersonal, and driving skills. Ability to work with students and students with special needs. Ability to appropriately manage student behavior and make quick decisions in stressful conditions. Operating knowledge of various school buses/vehicles, handicap transportation equipment, two-way radio, fire extinguisher, and emergency equipment required within two weeks after hire and licensing.

CERTIFICATES, LICENSES, & REGISTRATIONS: Must be 21 years of age and have held a valid Driver's License for a minimum of two (2) years. Must meet Colorado Department of Education and FMCSR Part 382 requirements as this position performs safety sensitive duties and will part of the District's random testing for drugs and alcohol. Must pass Department of Transportation physical exam. Successful completion of the District Driver Training program. First Aid and CPR certifications required within 90 days after hire.

SUPERVISION/TECHNICAL RESPONSIBILITY This job has no supervisory responsibilities; however, this position is responsible for supervising students and student conduct on the bus. Must be able to work in a team setting as needed. Acts as a resource for administrators and parents regarding student behavior issues (in collaboration with Transportation Paraprofessionals when assigned to a route)

JUDGMENT AND DECISION MAKING Work is assigned by Transportation Director. Requires independent judgment to determine if bus is safe to operate, when and if route deviations are required, and when to utilize additional driving safety precautions. Additionally, independent judgment must be applied to determine appropriate type and severity of discipline for passengers. Work is guided by state and federal traffic laws and regulations and district policies and procedures. Decision making requires collaboration with supervisor, parents, students, Paraprofessional, teachers, Technicians, Routers, Service Specialist, and school officials. . Employee must have knowledge and ability to handle high traffic and be able to have sound judgment in stressful moments.

DIVERSITY OF DUTIES Duties require cross-training in basic automotive mechanics, student management, emergency evacuation procedures, basic health care, conflict resolution, state/federal/district regulations and laws, behavior management skills, driving skills, defensive driving skills, adverse weather driving skills, mountain driving training (optional), two-way radio, restraining devices, adaptive equipment, First Aid, and CPR. Duties and actions impact students, parents, school administrators, and general public. Drivers that bid on a special needs route; you will be required to support team effort if you have a student who has a fragile medical condition. If it is determined you have a student with this condition on your route, you will be required to be trained by a Registered Nurse which is guided by the Colorado Nurse Practice Act in the event your Paraprofessional is absent from the route.

SAFETY TO SELF AND OTHERS High exposure to repetitive motion/stress due to steering and sitting for long periods and lifting. Medium exposure to bruises, cuts, burns, fractured bones, loss of limb/sight, disfigurement, and fatality to self and passengers due to traffic accidents. Medium exposure to diseases due to clean up and disposal of passengers' bodily fluids and possible injury due to lifting and positioning wheelchairs. Low exposure to chemical burns due to examining bus batteries.

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 DEMANDS While performing the duties of this job, the employee is regularly required to sit; use hands for fine manipulation, handle or feel and reach with hands and arms; talk or hear; and taste or smell. The employee frequently is required to stand; walk; climb or balance; and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 25 pounds and frequently lift and/or move up to 50 pounds and occasionally up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, driving during early morning and evening hours (dusk to dawn) and ability to adjust focus. Specifically, the employee must have the ability to: open and close a manually operated bus entrance door control with a force of at least 30 pounds. Climb and descend steps with a maximum step height of 17 ½ inches, operate two hand controls simultaneously and quickly, have a reaction time of three-fourths of a second or less from the throttle to the brake control, carry or drag a 125-pound person 30 feet in 10 seconds or less, depress a brake pedal with the foot to a pressure of at least 90 pounds, and exit from an emergency door opening 24 by 48 inches at least 42 inches from the ground in ten seconds or less.

WORK ENVIRONMENT While performing the duties of this job, the employee is regularly exposed to moving mechanical parts and vibration. The employee is frequently exposed to toxic or caustic chemicals (e.g., fuel) and outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, extreme heat/cold, and risk of electrical shock. The employee may be occasionally exposed to bodily fluids and blood borne pathogens. The noise level in the work environment is loud.

MENTAL FUNCTIONS While performing the duties of this job, the employee is regularly required to compare, analyze, communicate, coordinate, and evaluate. Frequently required to compute. Occasionally required to copy, instruct, and synthesize.