



# SERVICE WORKER

## UTILITY DRIVER

### JOB DESCRIPTION

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

**FLSA STATUS:** Non-Exempt  
**PAY GRADE:** CLS-10  
**DAYS:** 260  
**JOB ID & DATE:** CLS-62, October 2023

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### **JOB PURPOSE SUMMARY**

The Utility Driver serves a multifaceted role that includes running field trips, transporting students to after-school events, managing special routes, and handling one-time routes on a school bus. Additionally, this position involves basic upkeep of the bus, serving as a substitute bus driver, and operating fleet vehicles for deliveries or pick-ups in compliance with Colorado state laws. Perform other duties during non-driving duties including but not limited to assisting in garage, training department, and dispatcher.

### **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

Substantial experience as a school bus driver, with a clean driving record, and knowledge of Colorado state laws and regulations governing school bus operation.

#### Other Skills and Abilities Required

Strong communication skills for effective training, including knowledge of Colorado-specific regulations.  
In-depth knowledge of Colorado school bus safety regulations and procedures.  
Patience and the ability to work well with diverse groups of drivers.  
Excellent organizational and time management skills.

### **KEY FUNCTIONS, ESSENTIAL DUTIES AND RESPONSIBILITIES**

#### Essential Duties

- Conduct safe transportation of students on field trips, after-school events, special routes, and one-time routes in compliance with Colorado state laws and district policies.
- Perform basic upkeep of the school bus, including routine inspections, cleaning, and maintenance checks as required by Colorado law.
- Serve as a substitute bus driver when needed, following established routes and schedules to ensure students' safe transportation.

- Operate fleet vehicles as necessary to make deliveries or pick-ups for the school district, adhering to Colorado state laws regarding vehicle operation.
- Maintain accurate records of bus routes, mileage, and fuel consumption in accordance with Colorado state and district regulations.
- Communicate effectively with school administration, parents, and students to ensure smooth transportation logistics and address any concerns or issues promptly.
- Adhere to Colorado state laws and district policies related to school bus operation, including safety protocols and procedures.

Other

- Perform other job-related duties as assigned

**SUPERVISORY RESPONSIBILITIES**

None

**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: \_\_\_\_\_