Poudre School District

HUMAN RESOURCES DEPARTMENT

JOB DESCRIPTION

Job Title:	**Bus Operator Lead**	FLSA Status:	**Non-Exempt**
Job Family:	**Classified - Transportation**	Pay Range:	**TP45H**
Prepared/Revised Date:	**September 25, 2025**	Job Code:	**60205**

SUMMARY: Responsible for driving routes and district approved field/activity trips as assigned by dispatch, activities scheduler, and supervisors. May perform other duties to fill work hours assigned such as clerical, dispatch coverage, vehicle cleaning, or light duty maintenance when not assigned to bus driving.

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. Frequency of duties, percent of time and work year may vary based on department or building assignment. This job description is not intended to be all inclusive and the employee will also perform other reasonably related duties as assigned by the supervisor.*

1. Drive assigned route according to routing directions and follow schedule for student pickup and drop-off times as provided. Position is not location specific and may be assigned freely to a needed terminal.
2. Perform daily reviews of communication via emails, memos, route updates, etc. Maintain appropriate communication with supervisors, schools, and parents regarding student behavior and route changes.
3. Maintain appropriate student behavior to allow safe vehicle operation. Perform required evacuation drills.
4. Aid in the loading and unloading of students, especially those with special needs.
5. Perform daily pre- and post-trip safety inspections of bus in accordance with Colorado Department of Education, state, and federal regulations, and PSD policies and procedures. Perform required evacuation drills.
6. Drive overnight and long-distance activity trips.
7. Mentor new operators and paras and hold a position of leadership in the department which requires the expectation of modeling professionalism to others.
8. Report discrepancies and safety concerns regarding routes to immediate supervisor.
9. Complete daily pre- and post-trip forms, vehicle condition reports, mileage reports, assigned activity trip forms, and required misconduct reports.
10. Pre-trip clean and fuel district vehicles as needed or requested by dispatch and supervisors.
11. Attend in-service trainings and terminal meetings in addition to all required operator and supervisor meetings.
12. Perform other duties as assigned.

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma or equivalent
- Successful completion of PSD and Denver Metro and Mountain training programs
- Three years of school bus driving for PSD with transit and conventional buses preferred
- Qualified to drive all types of routes/activity trips
- Safe and responsible driving record

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire
- Must be 21 years of age and obtain a Commercial Driver's License (CDL) Class B with P2 and S endorsements
- Must pass Department of Transportation (DOT) physical
- First Aid certification required within 60 days of hire
- Must meet District driver insurability requirements

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Oral and written communication skills including excellent conflict resolution skills
- English language skills
- Math skills
- Customer service and public relations skills
- Critical thinking and problem-solving skills
- Bilingual oral and written communication skills desired
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple priorities
- Ability to manage multiple tasks with frequent interruptions
- Ability to diffuse and manage volatile and stressful situations
- Ability to be patient and flexible to work with special needs students
- Knowledge of applicable state and federal transportation laws
- Knowledge of city, county roads, and locations of schools and surrounding areas
- Knowledge of student behavior management techniques
- Ability to maintain professional working relationships with all District staff and community members, and be part of a team
- Ability to effectively communicate with parents, staff, and community
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, District policies, administrative guidelines and building and department procedures

- Ability to communicate, interact and work effectively and cooperatively with people 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 and experience with personal computers and peripherals
- Operating knowledge of and experience with Microsoft Office and/or other department software packages
- Operating knowledge of and experience with standard office equipment, such as telephones, copier, fax machine, E-mail, etc.
- Ability to safely operate a district vehicle

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Reports to:	Transportation Supervisor	
Direct reports:	This job has no direct supervisory responsibilities.	

- Responsible for supervising the behavior and well-being of students while loading, transporting, and unloading from the bus

STANDARD PHYSICAL DEMANDS & WORKING CONDITIONS: *Poudre School District is committed to the full inclusion of all qualified individuals. As part of this commitment, Poudre School District will ensure that qualified individuals with disabilities are provided reasonable accommodations. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact ada@psdschools.org.*

PHYSICAL ACTIVITIES:	Amount of Time			
	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			

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Smell		X		

WEIGHT and FORCE DEMANDS:	Amount of Time			
	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 Time			
	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 Time			
	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