Poudre School District

HUMAN RESOURCES DEPARTMENT

JOB DESCRIPTION

Job Title:	**Bus Operator Trainee**	FLSA Status:	**Non-Exempt**
Job Family:	**Transportation**	Pay Range:	**S Schedule, M6/01**
Prepared/Revised Date:	**April 29, 2024**	Job Code:	**60203**

SUMMARY: Complete the Poudre School District's driver training program and obtain a Commercial Driver's License (CDL) Class B with P and S endorsement within 90 days in this position. Work in a Paraprofessional Bus Attendant capacity to minimize driver distractions and assist with ensuring students are safe during the loading, unloading, transporting, and transferring on buses.

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. Frequency of duties, percent of time and work year may vary based on department or building assignment.*

Description of Job Tasks (limit of 13 of the most important tasks)	Frequency Daily = **D** Weekly = **W** Monthly = **M** Quarterly = **Q** Annually = **A**	% of Time On an annual basis, e.g. 10 hours of a 40 hour work week = 10/40 = 25%
1. Attend and participate in the district Bus Operator training program. Bus Operator training class requires 100% attendance, or at least the classroom portion.	D	20%
2. Assist driver in maintaining appropriate student behavior by monitoring behavior and intervening as necessary and reporting incidences of unsafe or inappropriate actions that occur on or off the bus.	D	20%
3. Aid in the loading and unloading of students, especially those with special needs.	D	10%
4. Communicate with driver in developing a team environment.	D	10%
5. Through route sheets and reports, acquire and maintain information such as medical information, physical limitations, and symptoms that may require immediate attention or intervention concerning assigned students.	D	10%
6. Ensure all students are properly loaded and seated.	D	10%
7. Assist bus driver in keeping special needs equipment picked up and stored in its proper place when not in use, cleaning the interior of the bus, and sanitizing seats after each route.	D	10%
8. Practice emergency evacuation drills with students and driver.	D	2%
9. Attend work and arrive in a timely manner.	D	1%
10. Obtain a Commercial Driver's License (CDL) Class B with P and S endorsement within 90 days in this position.	Q	5%
11. Perform other duties as assigned.	Ongoing	2%
	TOTAL=	**100%**

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma or equivalent
- Experience working with children preferred

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 P and S endorsement
- Must have valid US drivers license for a minimum of three consecutive years
- 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
- 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 Poudre School District's policies and procedures
- Knowledge of city and county roads and locations of schools
- Knowledge of student behavior management techniques
- Ability to use District computer systems for basic word processing, e-mail, and data entry, as well as record work hours and/or absences on District time management programs
- Ability to maintain professional working relationships with all District staff and community members and be part of a team
- Excellent communication and conflict resolution skills
- 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 **District approved** software packages
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.
- Ability to safely operate school transportation vehicles

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

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

- Responsible for assisting with planning, assigning and directing work, appraising performance, and addressing complaints and resolving problems
- Responsible for supervising the behavior and well-being of students while loading, transporting, and unloading from the bus

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *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 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			
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