Poudre School District

HUMAN RESOURCES DEPARTMENT

JOB DESCRIPTION

Job Title:	**Non-CDL Operator**	FLSA Status:	**Non-Exempt**
Job Family:	**Transportation**	Pay Range:	**TP15H**
Prepared/Revised Date:	**June 26, 2025**	Job Code:	**63002**

SUMMARY: Responsible for operating a vehicle to transport students in a safe and timely manner to, from, and in between schools.

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 pick-up and drop-off times as provided.
2. Maintain appropriate student behavior to allow safe vehicle operation.
3. Ensure students are properly loaded, seated, and appropriately secured into vehicle. Practice emergency evacuation drills with students.
4. Clean inside and outside of vehicle.
5. Perform daily pre- and post-trip safety inspections of vehicle in accordance with Colorado Department of Education, state, and federal regulations, and Poudre School district policies and procedures. Complete field trip forms, incident repots and mileage reports.
6. Perform a daily review of communication via emails, memos, route updates, defect reports, etc.
7. Report to immediate supervisor route direction changes or schedule changes. Maintain appropriate communication with supervisor, school, and parents regarding route changes.
8. Complete daily pre- and post-trip forms, vehicle condition reports, mileage reports, assigned activity trip forms, and required misconduct reports.
9. Attend in-service trainings and terminal meetings in addition to all required operator and supervisor meetings.
10. Perform other duties as assigned.

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma or equivalent
- Experience working with children preferred
- Must successfully complete Poudre School District's small vehicle permit driver training program or the CDL driver training program

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire
- Must have valid US driver's license for a minimum of three consecutive years
- First Aid certification required within 60 days of hire
- Must meet District driver insurability requirements

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Excellent oral and written communication skills
- English language 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
- Ability to work with students of all learning levels
- 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 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 district/department software packages and ability to log work hours and absences in district time management system
- Operating knowledge of and experience with standard office equipment, such as telephones, copier, fax machine, E-mail, etc.

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			
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		

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
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

VISION DEMANDS:	Required
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	
Loud	
Very Loud	X