

**Job Description**

Job Title: **Bus Driver Trainee**  
 Job Family: **Transportation**  
 Pay Program: **Classified**  
 Prepared/Revised Date: **July 2017**

Job Code: **1603**  
 FLSA Status: **Non-Exempt**  
 Pay Range: **G 20**  
 Typical Work Year: **9 months**

**SUMMARY:** This position is a limited duration training position in which the incumbent is taught the knowledge and skills necessary to become a district Bus Driver. A copy of an individual Motor Vehicle Record must be submitted at time of application. Within four weeks of entering position, incumbent must either 1) become qualified and be promoted to Bus Driver, or 2) be declared not qualified and employment terminated. After successful completion of the training, an incumbent will know how to transport, safely and expediently, students to and from home, between schools and on district sponsored trips. Monitors students at designated crossings to ensure students have safe passage.

**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.*

Job Tasks Descriptions	Frequency	% of Time
1. Learns to be, and is: responsible for the safe and expedient transportation of students, including driving bus route according to bus stop locations and time schedules (may deviate from prescribed route in cases of illness, emergency or road conditions); monitoring behavior and actions of students on school bus while driving routes, to include noise levels and settling student disputes; communicating with Transportation personnel, parents and school officials regarding student behavior (may include watching videos, asking department staff for parent contact information and phone parents for assistance in changing the students behavior, write misconduct forms); and completing various forms and reports including field trips, log addendums, student check in sheets and vehicle log sheets. Learns to and aids in the loading and unloading process of students needing assistance in boarding as well as those with special needs, via stairs or lift mechanisms. Learns and monitors 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 crossings to ensure students have safe passage.	D	70%
2. Learns how to and performs daily pre-trip inspection 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. Learns how to and completes daily post-trip inspections, including checking the condition of the bus. Learns how to and maintains the cleanliness of the bus interior. Learns how to and keeps outside mirrors and driver’s windows clean inside and out. Learns how to and fuels vehicles per department guidelines.	D	5%
3. Learns how to and communicates in person and on a two-way radio for routine, urgent and emergency situations. Learns how to and reports all unsafe route and bus stop conditions to the Scheduler/Dispatcher.	D	5%
4. Learns how to and use proper procedures when working with special education and wheel chair students. Learns how to and ensures that all seatbelts, safety vests and any other required restraint devices are used properly. Protects all student confidential information.	D	5%
5. Attends all meetings and training sessions including all in services and driver meetings, first aid and CPR classes that are required by the District.	W/M/A	5%
6. Learns how to and verifies route times at beginning and throughout the year to maintain the accuracy of the schedulers’ assignments. Learns how to and provides information to Scheduler/Dispatcher for updating maps and routes. Learns how to and completes state required October 1 <sup>st</sup> mileage and student count. Learns how to and updates personal route data and maps. Learns how to and establishes seat charts for all elementary and middle schools. Learns how to and updates master copies of data and maps in scheduling office and photocopy all seating charts, mileage reports and route data. Learns how to and completes a student and mileage count.	M/A	5%
7. Learns how to and performs other duties as assigned, including annual comprehensive cleaning of bus.	Ongoing	5%
<b>TOTAL =</b>		<b>100%</b>

**EDUCATION AND RELATED WORK EXPERIENCE:**

- High school diploma or equivalent.
- No experience required.

**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Criminal background check required for hire.
- Must be at least 21 years of age.
- Valid Colorado driver’s license.
- Commercial driver’s license (CDL) with Class B P2 S CDL endorsement required within one month after entering position.
- CPR and First Aid certifications within three months after entering position.

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Ability to communicate effectively (verbally and in writing) in English.
- Knowledge of city and county road networks and location of schools in the district.
- Knowledge of driving a bus and working parts of bus preferred at hire.
- Ability to maintain confidentiality in all aspects of the job.
- Critical thinking and problem solving skills.
- Ability to diffuse and manage volatile and stressful situations.
- Ability to work with students with diverse backgrounds and abilities.
- Knowledge of Colorado and Federal laws as they relate to the transportation of students.
- Ability to promote and follow Board of Education policies, Superintendent policies and building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people including those 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 school buses and pool vehicles required within one month after entering position.
- Operating knowledge of basic maintenance and emergency equipment including radio, tire chains, flare, etc. required within one month after entering position.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	<b>POSITION TITLE</b>	<b>JOB CODE</b>
<b>Reports to:</b>	Transportation Operations Manager	3057

	<b>POSITION TITLE</b>	<b># of EMPLOYEES</b>	<b>JOB CODE</b>
<b>Direct reports:</b>	This job has no supervisory responsibilities.		

- Learns how to and is responsible for supervising the behavior and well-being of students getting on and off the bus and while in route.

**BUDGET AND/OR RESOURCE RESPONSIBILITY:**

- This job has no budgetary responsibilities.

**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.*

<b>PHYSICAL ACTIVITIES:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
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		

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