

JEFFERSON COUNTY PUBLIC SCHOOLS

CLASSIFIED POSITION JOB DESCRIPTION

Job Title: Bus Driver, Sub. Bus Driver
Prepared Date: August 18, 2010
Job Code: 7110, 7190
CDE Code: 602
Grant: No
Salary Grade: R-48, T-19
Work Year: 182 Work Days
Department: Transportation
Division: Support Services
Reports To: Director, Transportation (terminal site)

SUMMARY: Drive school bus over assigned route, abiding by all Federal, State, and District rules and regulations. Manage passenger conduct and ensure passenger safety.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Maintain complete control of the vehicle and remain alert. Apply additional driving safety measures (e.g., chains) and evacuation procedures when necessary.

Maintain control of passenger conduct and ensure safety of passengers while in route.

Meet with Transportation Para-Professionals to plan and discuss behavior management, emergency evacuation procedures, and medical emergencies.

Provide care and assistance to passengers when entering and leaving the bus, during transportation, and when crossing the street.

Load and unload passengers in wheelchairs using the lift. Maneuver chairs on ramps, curbs, and inside bus. Secure passengers' wheelchairs and properly fasten all protective safety devices, car seats, lap belts, and T-straps, while maintaining a professional team relationship with the Transportation Para-Professional.

Inspect and insure that equipment, instruments, safety devices, and vehicles meet requirements and are operating properly before and after driving duties. Maintain adequate levels of fuel, engine oil, and coolant.

Drive special day trips, during weekends, or at night when necessary.

Inspect and insure the interior and exterior cleanliness of assigned buses.

Prepare and submit necessary records timely, and maintain accurate route folder.

Carry Pony Mail to/from bus and distribute to designated schools or locations.

Report emergencies, breakdowns, delays, and/or accidents timely to the Transportation Manager.

Perform other duties as assigned.

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.

EDUCATION AND TRAINING: High school diploma/GED required.

EXPERIENCE: No experience required. Previous truck or bus driving experience preferred. Experience working with children preferred.

SKILLS, KNOWLEDGE, & EQUIPMENT: Must demonstrate the ability to operate various school buses, wheelchair lifts and restraining equipment, and bus wash upon completion of District training (within two weeks after hire).

CERTIFICATES, LICENSES, & REGISTRATIONS: Must be 21 years of age and must maintain a valid Colorado driver's license with good driving history (must provide driving record at time of hire). Must obtain Commercial driver's license (CDL),

Department of Transportation physical exam, and "B" License with P2-S endorsement upon completion of District training (within two weeks after hire), subject to random/post accident/reasonable suspicion drug and alcohol testing. CPR/First Aid within 90 days after hire.

SUPERVISION/TECHNICAL RESPONSIBILITY: This job has no supervisory responsibilities; however, this position is responsible for supervising passenger conduct on the bus.

CONTACTS: Daily contact with persons in work unit/building, persons outside department/building, and with students to resolve problems or negotiate matters. Daily contact with parents to negotiate controversial or confidential matters. Weekly contact with general public to furnish or obtain information.

SAFETY TO SELF AND OTHERS: High exposure to self to repetitive motion/stress due to steering and sitting for long periods. Medium exposure to bruises, cuts, burns, fractured bones, loss of limb/sight, disfigurement, and fatality to self and passengers due to traffic accidents. Low exposure to self to disease due to clean up and disposal of passengers' bodily fluids, hernia due to lifting and positioning wheelchairs, and chemical burns due to examining bus batteries.

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 DEMANDS: While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand and stoop, kneel, crouch, or crawl. The employee is occasionally required to walk, climb or balance, and taste or smell. The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT: While performing the duties of this job, the employee is regularly exposed to moving mechanical parts, fumes or airborne particles, and vibration. The employee is frequently exposed to outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, toxic or caustic chemicals, and risk of electrical shock. The noise level in the work environment is usually loud.

MENTAL FUNCTIONS: While performing the duties of this job, the employee is regularly required to compare, communicate, use interpersonal skills, and negotiate. The employee is frequently required to analyze, coordinate, compute, evaluate, and compile. The employee is occasionally required to copy, instruct, and synthesize.

JUDGMENT AND DECISION MAKING: Work is assigned by Transportation Director or designee. Requires independent judgment to determine if bus is safe to operate, when and if route deviations are required, and when to utilize additional driving safety precautions. Additionally, independent judgment must be applied to determine appropriate type and severity of discipline for passengers. Errors in decision making could lead to route delays, mechanical breakdowns, traffic accidents, and inappropriate student discipline. Decision making requires collaboration with Transportation Director, Service Specialists, Mechanics, Bus Drivers, school administrators, and teachers. Supervisor/Manager is occasionally involved in decision making. Work is guided by District Driver's Handbook, procedures book, Negotiated Agreement, and state and federal traffic laws and regulations.

DIVERSITY OF DUTIES: Duties require cross-training in basic automotive mechanics, student management, and basic health care. Duties and actions impact students, parents, school administrators, and general public.