

**SUPPORT STAFF POSITIONS**  
**Job Description: Bus Driver**  
**Non Exempt**

**TITLE:** Bus Driver

**DEFINITION:** Under the supervision of the transportation director, the employee will perform skilled and routine functions related to transporting students; and do other related work as required.

**QUALIFICATIONS:**

1. High school graduate or equivalent
2. Ability to earn Commercial Driver's License and First Aid Card
3. Driving skill and record of safety
4. Such other qualifications as the Board may find appropriate and acceptable

**REPORTS TO:** Transportation Director

**DUTIES:**

1. Maintain required certifications; renew licenses, endorsements, physicals, pass CDE mountain and adverse weather driving tests.
2. Maintain a primary focus on student safety.
3. Pick up and deliver students as assigned. Any changes to the route must be approved by the Director. Create and maintain a student roster with addresses, phone numbers, names and changes on a timely basis.
4. Drive in a safe and competent manner, never exceeding the posted speed limit, obeying all traffic laws and not driving under any influence of alcohol or drugs. Operate a school transportation vehicle safely and skillfully in mountainous terrain and under all adverse weather conditions.
5. Perform proper pre-trip inspections, maintain interior cleanliness of vehicle on a daily basis and report all vehicle malfunctions or needs on a transportation repair form to prevent damage and maintain a positive public image.
6. In case of emergency, remain with bus (if loaded), contact transportation department with a description of incident, students aboard, location and injuries (if any).
7. Submit all required forms, records, and route maps, accurately and in a timely manner. Route changes must be approved by the Director.
8. Conduct at least two emergency drills per year.
9. Follow CDE regulations on proper loading and unloading of students. This includes having all students pass at least ten feet in front of the bus when loading and unloading.

10. It is the driver's responsibility to report all accidents or unusual situations involving district vehicles or routes. Collect as much data as possible for the director.
11. Maintain appropriate discipline on buses and work with parents or through the principals and the transportation director in reporting any discipline problems.
12. Act as an activity driver when appropriate.
13. Display initiative in evaluating and increasing the effectiveness of the transportation department. All transportation personnel will work toward a team-building concept and solve problems together, if an issue continues you will report it to the director for assistance in resolving it.
14. Be courteous in all dealings with parents, students and employees. Represent the district in a positive way, both on duty and in connection with school activities, even though the employee may not be officially on duty.
15. All drivers are required to participate in the drug testing program as outlined by state and federal regulations. The use of tobacco products, of any kind, on school district vehicles or on school grounds as prohibited by law.
16. The operation of two-way radios must be done in an acceptable manner.
17. Employees of the transportation department will have required staff meetings and inservices throughout the year.
18. Perform all other duties as may be assigned.
19. The employee is held accountable for all duties of the job.

#### PHYSICAL DEMANDS:

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification may exert 5 to 25 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.
- Must have an adequate range of motion in the upper extremities.
- This type of work involves sitting for periods of time.
- Perceiving the nature of sound, near and far, vision, depth perception, providing oral information, the manual dexterity to operate a school bus, and handle and work with various materials and objects are important aspects of this job.
- Exposure to hot, cold, wet, or windy conditions caused by weather may occasionally be experienced.

Reasonable accommodations may be made to enable a person with a disability to perform the essential functions of the job.

**EMPLOYMENT TERMS:** Salary and work year to be established by the superintendent of schools in accordance with policies of the Board of Education.

EVALUATION: Performance of this job is to be evaluated by the transportation director in accordance with policies of the Board of Education.

NOTICE REGARDING WORKER COMPENSATION INJURIES:

All employees must obtain medical treatment of work-related injuries and illnesses from physicians located at either:

**Regional Occupational Medical Program**  
**2115 Stuart Street**  
**Alamosa, CO 81101**  
**(719)589-8110**

**Rio Grande Hospital Clinic**  
**1280 Grand Avenue**  
**Del Norte, CO 81132**  
**(719)657-2418**

In the event of a life or limb threatening emergency, the injured employee will be sent to the nearest emergency facility. Follow-up care will be provided by the designated medical provider. If an employee is treated by an unauthorized medical provider, the employee will be responsible for payment of said treatment.

In the event of an injury the employee has the responsibility to:

- Read and be fully aware of district procedures regarding medical treatment for work-related injuries and illnesses.
- Report any injury immediately to the appropriate supervisor and the Risk Manager in the administration office (852-5996).
- Report an injury in writing within four working days of the accident, as required by Colorado statute, but the sooner the report the better the recovery process will be. An employee's failure to report an injury within four working days to the employer may result in the employee losing up to one day's worth of compensation for each day's failure to report. Notifying the district within 24 hours is required to minimize worker's compensation rates.
- Fully understand that employees who are treated by an unauthorized medical provider will be responsible for payment of the treatment.
- Keep all appointments. Two appointments missed in a row will warrant closing the case. Appointments may be rescheduled with timely notification.

Whenever practicable, the district will provide an alternate duty program to facilitate an employee's return to work in the event of work-related injury or illness. The alternate duty assignments are temporary and are intended to assist recovery. All assignments will be reviewed and approved by attending physicians to ensure any restrictions are being met. A timeline will be established with the employee and medical provider to determine the length of the assignment. If the employee refuses to accept the position, he/she must be informed that worker's compensation benefits can be terminated.

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I have reviewed, understand, and can fulfill the requirements of this job description.

In addition, I have read and am fully aware of the district procedure regarding medical treatment for work-related injuries and illnesses.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Policy GDAQ-R approved by Board of Education: 06/26/08