

## HARRISON SCHOOL DISTRICT TWO ESP POSITION JOB DESCRIPTION

**Job Title:** Bus Driver  
**Prepared Date:** June 9, 2020  
**Work Year:** 183 days  
**Department:** Transportation  
**Reports To:** Director of Transportation

**SUMMARY:** Drive school bus over assigned route or any other designated driving assignment while abiding by all Federal, State, and District rules and regulations. Manage passenger conduct and ensure vehicle and passenger safety.

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

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| D | 60% | Transport passengers' home to school, school to school, and school to home in a safe and timely manner in all weather conditions. Performs required pre-inspection of the school transportation vehicle to ensure its safety and compliance with state and federal regulations. |
| D | 10% | Educate students on bus rules. Enforce school district policy regarding student discipline. Establish and maintain good student relations. Report to proper department or school administrators' issues requiring student discipline and parent notification.                   |
| D | 8%  | Provide care and assistance, as needed, to passengers entering and exiting the bus, during transportation, and crossing the street. Provides necessary assistance to students with disabilities.  |
| D | 5%  | Inspect all safety equipment on vehicle to ensure compliance with Colorado Department of Transportation guidelines and District policies.   |
| D | 5%  | Complete route and trip documentation, including daily reports, incident reports, emergency reports, misconduct reports, and detailed instructions for routes.  |
| D | 2%  | Complete and submit work requests to Fleet Services for items needing repair on vehicle.  |
| D | 2%  | Maintain correct fuel and other fluid levels in vehicle.  |
| D | 3%  | Prevent the spread of contagious bacteria by manually washing and disinfecting the exterior and interior of the bus.  |
| W | 1%  | Perform other duties as assigned.   |
| M | 2%  | Participate in focus groups and transportation committees. Assist in the training of other drivers.   |
| M | 2%  | Attend in-service training sessions and complete annual written and driving tests to maintain skills and ensure compliance for commercial license certification and District and State requirements.  |

D = Daily

W = Weekly

M = Monthly

A = Annually

*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 or equivalent.

**EXPERIENCE:** 0 – 2 years' experience in driving a bus or truck preferred.

**SKILLS, KNOWLEDGE, & EQUIPMENT:** First Aid, CPR, and nonviolent crisis intervention training required within 90 days of hire. Experience operating a school bus or other large equipment, special needs equipment, and bus wash equipment preferred. Experience dealing with children and children with special needs preferred. Ability

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to promote and follow District Policies and building and department procedures. Communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds. 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.

**CERTIFICATES, LICENSES, & REGISTRATIONS:** Completion of Department of Transportation physical and drug and alcohol screening required. Commercial Driver's License and Class "B" license with P2S endorsement preferred. Criminal background check and District fingerprinting required.

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

**JUDGMENT AND DECISION-MAKING:** Work is assigned by the Director of Transportation, Operations Manager, Dispatchers, and Driver Trainers. This position requires independent judgment to determine if bus is safe to operate when and if route deviations are required, when to utilize additional driving safety precautions, and maintaining appropriate radio protocol. Additionally, independent judgment must be applied to determine appropriate type and severity of discipline for passengers. Decision-making requires collaboration with the Director of Transportation, Operations Manager, Dispatchers, Driver Trainers, School Staff, Colorado Sheriff's Department, Colorado Springs Police Department, parents, and co-workers.

**SAFETY TO SELF AND OTHERS:** High exposure to self and others to the following: chemical burns due to batteries, gas, anti-freeze; disease due to cleaning bodily fluids; and repetitive motion stress due to steering, shifting, and opening doors. Medium exposure to self and others to bruises, cuts, burns, loss of limb, loss of sight, disfigurement, and fatality due to traffic accidents and fights. Low exposure to self and others to hernia due to lifting students and wheelchairs.

*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; talk or hear. The employee frequently is required to stand; stoop, kneel, crouch or crawl; talk or hear; taste or smell. The employee is occasionally required to walk; climb or balance; taste or smell. The employee must frequently lift and/or move up to 50 pounds and with assistance up to 100 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; outdoor weather conditions; vibration. The employee is occasionally exposed to wet and/or humid conditions; high, precarious places; toxic or caustic chemicals; 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. Frequently required to analyze, coordinate, compute, evaluate, and compile. Occasionally required to copy, instruct, and synthesize.