

TITLE: BUS DRIVER

Definition: Operates a school bus over designated routes to transport students and to complete related work as required.

QUALIFICATIONS:

1. The ability to read and write at a level sufficient to fulfill the duties to be performed.
2. Two years driving experience, preferably to include bus or truck operation.
3. Be able to meet the requirements of the State Department of Motor Vehicles, Highway Patrol, and the Colorado Department of Education.
4. Possess a valid CDL driver's license with school bus endorsement (SP-2).
5. Be at least 21 years of age.
6. Possess or obtain, within 90 days after obtaining license, a standard Red Cross First Aid Card and Adult CPR card.
7. Must have knowledge of safe driving practices.
8. Must have knowledge of provisions of the Colorado Motor Vehicle Code and the Education Code applicable to the operation of vehicles transporting school students.
9. Ability to drive a school bus safely and efficiently.
10. Ability to maintain order among students on a school bus.
11. Ability to understand and carry out oral and written directions and maintain simple records.
12. Ability to maintain cooperative relationships with those contacted in the course of work.
13. Must like to work with children.

REPORTS TO: The Transportation Director

JOB GOALS: Provide safe transportation to and from schools and activities.

PROFESSIONAL/ETHICAL RESPONSIBILITIES:

It is imperative that the person employed in this position display, at all times, acceptable professional and ethical standards. These expectations are as follows, but are not limited to:

1. Confidentiality
2. Courtesy
3. Cooperation and positiveness
4. Reliability/punctuality
5. Timeliness in respect to deadlines
6. Respectfulness toward others

RESPONSIBILITIES AND DUTIES:

1. Drives a bus over designated routes in accordance with prescribed schedules.
2. Picks up and discharges school children.
3. Maintains a list of students who ride the bus route.
4. Maintain all fluid levels in vehicle.
5. Service buses with gas and oil, monitor tire pressure and battery, in addition to complete daily safety checks.
6. Assists in maintaining bus in safe operating condition and advises transportation director of repairs needed.
7. Cleans windshields, headlights, and interior of bus.
8. Maintains good order among students on bus, following district policies regarding the disciplining of children and contacting principals when necessary.
9. Maintains a variety of records as required, including pre and post trip inspections.
10. In addition, the bus driver will be responsible for:
  - a. Daily Vehicle Inspection and Report Requirements – the following procedures must be used:

- 1) Each bus driver will complete a pre-trip inspection of his/her bus.
  - 2) Any safety related equipment problem must be corrected before starting school bus trips.
  - 3) After completion of regular runs, the driver is to complete a post-trip inspection of his/her bus, and is to:
    - a) Complete the mileage log, keep the log in the bus, check it daily, return completed forms to the Transportation Director.
    - b) Clean the interior of the bus daily.
- b. Drivers Duties/Responsibilities on Activity Trips:
- 1) Speed limits –operate vehicles at posted speed limits; however, if road conditions are bad, a lower speed is required.
  - 2) Fuel and oil – driver is responsible for purchasing fuel and oil on the trip when needed. Be sure to get a cash receipt each time for reimbursement. The bus is to be filled with district-owned gas before leaving on trips.
  - 3) Pre-trip and post-trip inspections are required and must be noted as completed on the proper forms.
  - 4) Complete the activity form as required.
  - 5) Discuss evacuation procedures before leaving the school and indicate same for each trip.
  - 6) Each driver is to stay with his/her bus or at the site of the activity at all times in case the bus needs to be moved or the group needs to be moved to another area. The bus is to be locked at all times when not in use. If it becomes necessary to leave the site, the sponsor has to know where the driver can be reached and how long he/she will be gone. Driver is not to leave the site without mutual agreement to do so.
  - 7) Upon returning, driver is to ensure the bus interior is cleaned, the bus filled with fuel, and maintenance department informed of any discrepancies.

**TERMS OF EMPLOYMENT:**

1. Student Days
2. Salary and benefits as per Board policy.

**EVALUATION:** Performance of this job will be evaluated in accordance with the Board policy and procedure for evaluation of classified personnel.

**ADOPTED:** February 6, 1996  
**STAFF HANDBOOK:** August 2002