



Mancos School District
Staff Job Description

Title: Bus Driver	FLSA Status: non exempt
Reports To: Transportation Director	Pay Range: refer to salary schedule
Prepared/Revised Date: June 2023	Work Year: 9 months

SUMMARY:

Responsible for the efficient and safe operation of a school bus by assessing road conditions, monitoring student behavior to safely deliver students to and from school and extracurricular events.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Listed below are the essential tasks performed to achieve the purpose of this job. The frequency of each task is listed as follows: **(D)** daily, **(W)** weekly, **(M)** monthly, **(Q)** quarterly, or **(A)** annually. Also listed is the percentage of time each task requires on an annual basis. The total, including the percentage allocated to "other duties as assigned," equals 100%.

Job Tasks Descriptions	Frequency	% of time
1. Drives a school transportation vehicle within a prescribed route(s) in accordance with time schedules, in all weather conditions. Educate students on bus rules. Establish and maintain positive relationships.	D	70%
2. Conduct safety and operational inspection of assigned vehicles daily, pre and post trip within District guidelines.	D	10%
3. Performs periodical safety drills as required by law; completing necessary reports upon request.	A	4%
4. Monitor and manage behavior of all riders using management strategies and student discipline while monitoring for suspected child abuse, harassment, bullying and medical conditions.	D	5%
5. Complete and submit mandatory paperwork including but not limited to, route sheets, time sheets, accident reports etc. Complete and submit work requests for items needing repair on the vehicle.	D	7%
6. Attends various meetings regarding safety, first aid and training updates as required.	As required	2%
7. Manage special needs of special education students and health situations on the bus.	D	1%
8. Perform other duties as assigned.	D	1%
	TOTAL =	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma or equivalent



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TECHNICAL SKILLS, KNOWLEDGE, AND ABILITIES:

- Ability to communicate effectively (verbally and in writing)
- Critical thinking and problem solving
- 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
- Maintain confidentiality of student information and records in compliance with confidentiality laws including Family Educational Rights and Privacy Act (FERPA)

LICENSES, REGISTRATIONS, OR CERTIFICATIONS:

- Must have a valid driver's license
- Possess or obtain a Colorado Commercial Driver's License Class B with P and S endorsement no airbrake restriction within 30 days of hire
- Submit a current Motor Vehicle Record (MVR). Must be insurable and maintain insurability per Colorado School Districts Self Insurance Protocol standards
- Must pass annual written test
- Must pass annual driving performance test
- Must pass DOT physical
- Must pass various pre-employment background screenings; required at entry
- CPR and First Aid certifications required within 90 days of hire

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of school buses and pool vehicles required within one month after hire

REPORTING RELATIONSHIP AND DIRECTION/GUIDANCE:

- Reports to: Transportation Director
- Direct Reports: This job has no supervisory responsibility
 - > Responsible for supervising the behavior and well-being of students getting on and off the bus and while en route

BUDGET AND/OR RESOURCE RESPONSIBILITY:

Budget Function	Responsibility			
	Sole	Participate	Recommend	Not Applicable
Develop a Budget				x
Administer a Budget				x
Monitor a Budget				x
Coordinate a Budget				x
Initiate a Requisition		x		

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS:

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



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Walk		x		
Sit				x
Use hands to finger, handle or feel				x

PHYSICAL ACTIVITIES	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Reach with hands and arms			x	
Climb or balance		x		
Stoop, kneel, crouch, or crawl		x		
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



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Compute			x	
Synthesize		x		
Evaluate				x
Use 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 TO PERFORM ESSENTIAL FUNCTIONS OF THE JOB
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



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Ability to adjust focus	x
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NOISE LEVEL	Level of noise typical in the work environment for this job
Very quiet	
Quiet	
Moderate	x
Loud	
Very loud	

OTHER INFORMATION:

- Occasional prolonged and irregular hours

Mancos School District RE-6 does not discriminate on the basis of race, color, sex, religion, national origin, ancestry, creed, age, marital status, sexual orientation, genetic information, disability, or need for special education services in admission or access to, or treatment of employment in its educational programs or activities.

Mancos School District RE-6 is an equal opportunity and affirmative action employer and complies with Title IX and the Americans with Disabilities Act.