



# Poudre School District

## HUMAN RESOURCES DEPARTMENT

### JOB DESCRIPTION

Job Title: **Bus Operator Lead**  
 Job Family: **Transportation**  
 Prepared/Revised Date: **February 26, 2024**

FLSA Status: **Non-Exempt**  
 Pay Range: **TP45H**  
 Job Code: **60205**

**SUMMARY:** Responsible for driving routes and district approved field/activity trips as assigned by Dispatch, Activities Scheduler, and supervisors. Employee may be called upon to perform other duties to fill work hours assigned such as clerical, dispatch coverage, vehicle cleaning, or light duty maintenance when not assigned to bus driving.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *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. Frequency of duties, percent of time and work year may vary based on department or building assignment.*

Description of Job Tasks	Frequency	% of Time
	Daily = <b>D</b> Weekly = <b>W</b> Monthly = <b>M</b> Quarterly = <b>Q</b> Annually = <b>A</b>	On an annual basis, e.g. 10 hours of a 40 hour work week = 10/40 = 25%
1. Drive assigned route according to routing directions and follow schedule for student pickup and drop-off times as provided.	D	15%
2. Perform a daily review of communication via e-mails, memos, route updates, etc. Maintain appropriate communication with supervisor, and school and parents regarding student behavior and route changes.	D	15%
3. Maintain appropriate student behavior to allow safe vehicle operation.	D	10%
4. Aid in the loading and unloading of students, especially those with special needs.	D	10%
5. Perform daily pre- and post-trip safety inspections of bus in accordance with Colorado Department of Education, state, and federal regulations, and Poudre School District policies and procedures.	D	10%
6. Responsible for driving overnight and long distance activity trips.	D	10%
7. Mentor new drivers.	D	5%
8. Report to immediate supervisor discrepancies and safety concerns regarding routes.	D	5%
9. Complete daily pre- and post-trip forms, vehicle condition reports, mileage reports, assigned activity trip forms, and required misconduct reports.	D	5%
10. Pre-trip clean and fuel district vehicles as needed or requested by Dispatch and supervisors.	D	5%
11. Attend work and arrive in a timely manner.	D	1%
12. Attend in-service trainings and terminal meetings in addition to all required driver and supervisor meetings.	M	5%
13. Perform other duties as assigned.	Ongoing	4%
	<b>TOTAL=</b>	<b>100%</b>

#### **EDUCATION AND RELATED WORK EXPERIENCE:**

- High school diploma or equivalent
- Successful completion of Poudre School District and Denver Metro and Mountain training programs
- Three years of school bus driving for PSD with transit and conventional buses preferred
- Qualified to drive all types of routes/activity trips
- Safe and responsible driving record



**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Criminal background check required for hire
- Must be 20 years of age and obtain a Commercial Driver’s License (CDL) Class B with P2 and S endorsement
- Pass Department of Transportation (DOT) physical
- First Aid certification required within 60 days of hire
- Must meet District driver insurability requirements

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Oral and written communication skills
- English language skills
- Math skills
- Customer service and public relations skills
- Critical thinking and problem solving skills
- Bilingual oral and written communication skills desired
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple priorities
- Ability to manage multiple tasks with frequent interruptions
- Ability to diffuse and manage volatile and stressful situations
- Ability to be patient and flexible to work with special needs students
- Knowledge of applicable state and federal transportation laws
- Knowledge of Poudre School District’s policies and procedures
- Knowledge of city, county roads, and locations of schools and surrounding areas
- Knowledge of student behavior management techniques
- Ability to use District computer systems for basic word processing, e-mail, and data entry, as well as record work hours and/or absences on District time management programs
- Ability to maintain professional working relationships with all District staff and community members, and be part of a team
- Excellent communication and conflict resolution skills
- Ability to effectively communicate with parents, staff, and community
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, District policies, administrative guidelines, and building and department procedures
- Ability to communicate, interact, and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to 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

**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Operating knowledge of and experience with District approved software packages
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.
- Ability to safely operate a district vehicle

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	<b>POSITION TITLE</b>	<b># of EMPLOYEES</b>
<b>Direct reports:</b>	This job has no direct supervisory responsibilities.	

- Responsible for assisting with interviewing, hiring, and training employees; planning, assigning and directing work; appraising performance; and addressing complaints and resolving problems
- Responsible for supervising the behavior and well-being of students while loading, transporting, and unloading from the bus



**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *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 ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk				X
Sit				X
Use hands to finger, handle or feed				X
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
Compute				X
Synthesize				X
Evaluate				X
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



<b>VISION DEMANDS:</b>	<b>Required</b>
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
Ability to adjust focus	X

<b>NOISE LEVEL:</b>	<b>Exposure Level</b>
Very quiet	
Quiet	
Moderate	
Loud	
Very Loud	X