



# Poudre School District

## HUMAN RESOURCES DEPARTMENT JOB DESCRIPTION

Job Title: **Bus Operator Trainer**  
 Job Family: **Transportation**  
 Prepared/Revised Date: **February 8, 2016**

FLSA Status: **Non-Exempt**  
 Pay Range: **TP30H**  
 Job Code: **60202**

**SUMMARY:** Coordinate with Terminal Manager to provide training to new and current school bus operators, paraprofessionals, students, and other district staff in accordance with Poudre School District Training Department criteria, policies and procedures, and with local, state and federal laws.

**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  (limit of 13 of the most important 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 bus routes and activity trips.	D	15%
2. Attend work and arrive in a timely manner.	D	1%
3. Perform annual CDE-required bus driver driving evaluations and school bus emergency evacuation drills.	W	15%
4. Assist with District vehicle accidents, forms and reporting.	W	5%
5. Conduct follow-up training for bus drivers to correct deficiencies noted in bus driver evaluations and from previous accidents.	M	10%
6. Conduct/attend on-going training for current transportation information, policies, and procedures as well as de-escalation of violent student behavior programs, defensive driving programs, First Aid, and special education information. Attend all terminal meetings, driver and paraprofessional meetings, and training sessions.	M	10%
7. Train new bus drivers in accordance with requirements of Colorado Department of Education (CDE), Department of Transportation (DOT) and PSD, including sessions on pre-trip inspection, skills, student stops, emergency procedures and bus evacuations, railroad crossings, student discipline, hours of service, and transit training and qualifications.	Q	10%
8. Administer CDL, mountain driving, metro, pusher, and adverse weather written and skills tests as assigned.	Q	10%
9. Assist new Commercial Driver's License (CDL) permit holders in acquiring knowledge required to obtain a CDL and provide training to school staff to acquire driver licenses for small and multipurpose vehicles.	Q	10%
10. Provide and coordinate small and multifunction vehicle driver training for new hires and current PSD employees to ensure safe and expedient transportation of school children to, from, and between schools and on all field trips.	Q	5%
11. Review training materials and lesson plans and organize outside training programs. Provide and coordinate training for drivers, paraprofessionals and other District staff on special needs student disabilities, specialized transportation equipment, student management, and Poudre School District (PSD) policies and procedures for students riding school district buses.	Q	5%



12. Perform digital camera investigation of students and/or drivers as needed and report inappropriate behaviors and deficiencies.	Q	2.5%
13. Perform other duties as assigned.	Ongoing	1.5%
	<b>TOTAL=</b>	<b>100%</b>

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

- High school diploma or equivalent, plus specialized training courses in a related field and experience training personnel.
- More than two years of experience in driving public school buses in Colorado preferred
- Equivalent combination of education and experience acceptable

#### **LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Criminal background check required for hire
- Must be 21 years of age and obtain a Commercial Driver's License (CDL) Class B with P2 and S endorsement within 60 days of hire
- Must work toward successful completion of the CDE training courses DT 1 through DT 3 within the first 3 years of the job assignment
- First Aid certification required within 60 days of hire
- Must meet District driver insurability requirements
- May require a Third-Party Class B CDL State Tester's Certification
- May require a First Aid Instructor's Certificate and CPR Instructor's Certificate
- May require a Crisis Prevention Intervention (CPI) Instructor's Certificate
- May require Defensive Driving Instructor's Certificate
- Successful completion of the District approved physical strength and agility test is required prior to hire

#### **TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Oral and written communication skills
- English language skills
- Interpersonal relations skills
- Personal computer and keyboarding skills
- Customer service and public relations skills
- Critical thinking and problem solving skills
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple tasks with frequent interruptions
- Ability to diffuse and manage volatile and stressful situations
- Specialized skills in instruction for the following: CDL acquisition, first aid, defensive driving, school bus, multifunction and small vehicle operation, specialized metro and mountain driving, and bus paraprofessionals training
- Skills in student management and discipline
- Operating knowledge of District buses and department vehicles
- Ability to lead, train, and work with others
- Ability to learn and understand local, state, and federal laws, and Poudre School District (PSD) policies and procedures pertaining to school bus transportation
- 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, Superintendent policies, 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 software packages
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.
- Ability to safely operate and drive a school bus

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	POSITION TITLE	# of EMPLOYEES
<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	



MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
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	

VISION DEMANDS:	Required
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

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	
Loud	X
Very Loud	