



# Poudre School District

HUMAN RESOURCES DEPARTMENT

## JOB DESCRIPTION

Job Title: **Bus Operator Trainer**  
Job Family: **Transportation**  
Prepared/Revised Date: **June 26, 2025**

FLSA Status: **Non-Exempt**  
Pay Range: **TP45H**  
Job Code: **60202**

**SUMMARY:** Responsible for coordinating with the Transportation Operations Manager to provide training to new and current school bus operators, paraprofessionals, students, and other district staff in accordance with PSD training department criteria, policies, and procedures in accordance 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. Frequency of duties, percent of time and work year may vary based on department or building assignment. This job description is not intended to be all inclusive and the employee will also perform other reasonably related duties as assigned by the supervisor.*

1. Drive bus routes, activity trips, and act as para, as needed.
2. Coordinate the cleaning of student safety equipment.
3. Perform annual CDE-required bus operator and para evaluations and school bus emergency evacuation drills. Prepare associated evacuation drill documentation.
4. Conduct interviews for Bus Operators & Para Bus Attendants and complete request to hire documentation.
5. Conduct safety and training meetings and follow-up training for bus operators and paras to correct deficiencies identified in bus operator and para evaluations and videos, from previous accidents, and safety alert system.
6. Conduct and 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, CPR, and special education information. Attend all terminal meetings, operator, and paraprofessional meetings, and training sessions.
7. Train new bus operators and paras in accordance with the 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.
8. Administer, CDL, mountain driving, metro, pusher, para, and adverse weather written and skills tests as assigned. Track DOT physicals, seniority, recertifications and operator/para qualifications.
9. Assist new Commercial Driver's License (CDL) permit holders in acquiring knowledge required to obtain a CCDL and provide training to school staff to acquire driver's licenses for small and multipurpose vehicles.
10. Provide and coordinate small and multifunction vehicle operator 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.



11. Review training materials and lesson plans and organize outside training programs. Provide and coordinate training for bus operators, paraprofessionals and other District staff on special needs student disabilities, specialized transportation equipment, student management, and PSD policies and procedures for students riding school district buses.
12. Assist with random video viewing of students, operators, and paras as needed and report inappropriate behaviors and deficiencies. Serve as on-call liaison as needed.
13. Perform other duties as assigned.

#### **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
- Equivalent combination of experience and education accepted

#### **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 ELDT training (to teach) certification within 1 year of the job assignment
- First Aid certification required within 60 days of hire
- Must meet District driver insurability requirements
- Must work toward successful completion of 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

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

- Oral and written communication skills
- English language skills
- Interpersonal relations 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, 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 personal computers and peripherals
- Operating knowledge of and experience with Microsoft Office and/or other department software packages
- Operating knowledge of and experience with standard office equipment, such as telephones, copier, fax machine, E-mail, etc.
- Ability to safely operate and drive a school bus

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

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

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



**STANDARD PHYSICAL DEMANDS & WORKING CONDITIONS:** Poudre School District is committed to the full inclusion of all qualified individuals. As part of this commitment, Poudre School District will ensure that qualified individuals with disabilities are provided reasonable accommodations. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact [ada@psdschools.org](mailto:ada@psdschools.org).

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	



<b>MENTAL FUNCTIONS:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
Negotiate			X	

<b>WORK ENVIRONMENT:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
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	X
Very Loud	