



Poudre School District

HUMAN RESOURCES DEPARTMENT JOB DESCRIPTION

Job Title: **Non CDL Driver**
Job Family: **Transportation**
Prepared/Revised Date: **October 17, 2018**

FLSA Status: **Non-Exempt**
Pay Range: **TP15H**
Job Code: **63002**

SUMMARY: Operate a vehicle in order to transport students in a safe and timely manner to, from, and in between schools.

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 = D Weekly = W Monthly = M Quarterly = Q Annually = A	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	45%
2. Maintain appropriate student behavior to allow safe vehicle operation. Maintain appropriate communication with supervisor, school, and parents regarding student behavior.	D	10%
3. Ensure students are properly loaded, seated, and appropriately secured into vehicle.	D	10%
4. Clean inside and outside of vehicle.	D	10%
5. Perform daily pre- and post-trip safety inspections of vehicle in accordance to Colorado Department of Education, state, and federal regulations, and Poudre School District policies and procedures.	D	5%
6. Perform a daily review of communication via e-mails, memos, route updates, etc.	D	5%
7. Report to immediate supervisor route direction changes or schedule changes. Maintain appropriate communication with supervisor, school, and parents regarding route changes.	D	5%
8. Complete daily pre- and post-trip forms, vehicle condition reports, mileage reports, assigned activity trip forms, and required misconduct reports.	D	5%
9. Attend work and arrive in a timely manner.	D	1%
10. Attend in-service trainings and terminal meetings in addition to all required driver and supervisor meetings.	M	2%
11. Perform other duties as assigned.	Ongoing	2%
	TOTAL=	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma or equivalent
- Experience working with children preferred
- Must successfully complete Poudre School District's small vehicle permit driver training program or the CDL driver training program

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire
- Pass pre-employment drug and alcohol tests
- 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
- 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 and county roads and locations of schools
- 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, 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 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 school transportation vehicles

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

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

- 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



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

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	
Very Loud	X