

DENVER PUBLIC SCHOOLS

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HUMAN RESOURCES / EMPLOYEE CLASSIFICATION

POSITION CLASSIFICATION – 5201, 5204, 5206, 5207

August 1997

POSITION TITLE: Bus Driver

REPORTS TO: Driver Supervisor

Objective: To transport elementary, middle school and high school students, including special education students, on regular routes, educational field trips and special events. To comply with DPS standards for safety and security. To comply with all local, State of Colorado and Federal traffic laws and regulations.

Essential Functions:

1. Transports elementary, middle school and high school students, including special education students, on regular routes, educational field trips and special events.
2. Complies with DPS standards for safety and security.
3. Complies with all local, State of Colorado and Federal traffic laws and regulations.
4. Operates assigned school buses over prescribed routes. Uses a *Route Summary Booklet*, to determine appropriate routes.
5. Performs operator pre-trip vehicle inspections in compliance with the State of Colorado and Commercial Driver's License authority. Checks the condition and availability of safety and emergency equipment before leaving the terminal or other designated locations of departure.
6. Performs designated preventive maintenance (PM), as required. Maintains the general cleanliness of the bus internally and externally.
7. Transports, at the beginning of the school day, regular and special education pupils to school and returns them to their pick-up point at the end of their school day. Provides for passenger supervision while in transit. Reports discipline problems to the Principal or designee, and to the Driver Supervisor.
8. Completes the Daily Driver's Report, Pre-Trip Inspection Report, Defect Report, Emergency Evacuation Drill Reports, Accident Reports, Time Reports, and all other reports, as required or requested.
9. Reports all traffic accidents, prepares accident reports and follows-up on all accident related procedures.
10. Complete all training programs satisfactorily, and attends all required meetings.
11. Reports all personal arrests, traffic citations or accidents which occurred on or off of the job.

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12. Demonstrates effective and consistent direction of children/students/passengers who may or may not be under the supervision of teachers, faculty and staff.
13. Performs other related duties, including special projects, as required or requested.

Education/Experience: Graduation from High School, or equivalent. *Successful completion of the Department's School Bus Driver Training Program (including the Colorado Department of Education School Bus Test) is required. Successful completion of a seventy-five (75) driving day probationary period is required if not previously satisfied in a related Denver Public Schools driving position. One (1) to three (3) or more years of related experience is required.*

Licensure/Qualifying Standards: A current, valid Colorado Commercial Driver's License is required. A valid motor vehicle record which contains: no more than two violations of any kind (points or not) in the past five (5) years; no alcohol or drug related convictions; no serious traffic offenses, reckless driving, eluding authorities, etc.; no suspensions, denials, cancellations or revocations exclusive of simple financial responsibility (F.R.A.). Must be insurable by the Colorado School District's Self Insurance Pool. Successful completion of a new-hire drug test and physical examination and, successful completion of required on-going, random drug and alcohol testing.

Performance: Demonstrated experience performing in compliance with established human resource and departmental policies regarding: attendance (absences, tardiness, sick leave and vacation use, and other scheduled or unscheduled absences); dress code; customer/member services; safety; security, disaster and other policies procedures and practices. Demonstrated effective and diplomatic oral and written communication skills, including a demonstrated experience working effectively with children who may or may not be under the supervision of teachers, faculty and staff. Performance is limited to the scope of essential duties and responsibilities.

Physical/Environmental Characteristics: Essential duties are routinely performed primarily in an external environment while engaged in transporting students and others. Extensive local travel is required to deliver or receive passengers. Essential duties regularly involve speaking to students. Essential duties primarily require sitting while operating a school bus, with routine movement required to perform general internal and external vehicle PM and safety checks. Essential duties involve completing paperwork using computers, printers and other business office machines and equipment. Essential duties may involve: routine kneeling, squatting, crouching, stooping, crawling, standing, bending, climbing, operating a bus service door manually using approximately 12.5 pounds of force, lifting up to 50 pounds to perform PM, and stacking, storing or retrieving supplies or equipment. **Compliance to security and safety procedures, including use of Personal Protective Equipment (PPE), is required.**