

Elbert School District #200 Job Description



Title: Bus Driver- Substitute Route Driver/Activity Driver

Reports to: Transportation Director

Terms of Employment: Part-time, follows Student Calendar schedule, Training Days required

How to Apply:

External and internal candidates can retrieve an employment application at www.elbertschool.org. Incomplete applications or resumes received in lieu of application will not be considered.

About the Position:

A school bus driver is responsible for the safe operation and transport of school aged children to and from school. **A commercial driver license (CDL) is required, however paid training is provided to obtain that license.** Holders of a CDL are required to undergo periodic physicals, are subject to federal drug testing requirements, and are held to a higher driving standard as a professional driver.

Why Should You Apply?

- Flexible scheduling to fit your life
- You will be a part of a great team
- Paid training

Rate of Pay: \$18.50/hour

Qualifications:

1. Be a minimum of 21 years of age.
2. Ability to complete required training, as well as obtain required licenses and certifications.
3. Ability to obey all traffic laws, as well as provide an acceptable motor vehicle record to the school insurance provider's standard, and under the provisions to maintain a commercial driver's license.
4. Professional public relations skills to work with school staff, students, parents and public.
5. Ability to read and comprehend communications, recordkeeping requirements and school policies.
6. Ability to provide safe, efficient transportation so that each student has a means to get to and from school, curricular and extracurricular school activities.

Specific Duties:

1. Obtain and file with the Transportation Director a copy of, or certification of, all necessary school bus driver's requirements, including State of Colorado Driver's License, CDL license, First Aid Course, and comply with any other requirement of local, CDE, state or federal laws or regulations.
2. Compliance with all background check, fingerprinting, drug & alcohol testing, and annual health physical requirements.

3. Responsible for proper care of the vehicle and ensures that it is used for no other purpose than transporting authorized students to and from school or for assigned purposes.
4. Performs all required pre-and post-trip inspections daily.
5. Take charge and maintain discipline of the students during the time they are being conveyed.
6. Remains on the bus at all times while students are passengers.
7. Reports misconduct of students via established and approved methods to the Transportation Director and Superintendent.
8. Reports mechanical issues, complaints and other pertinent issues including accidents to the Transportation Director. Completes required forms.
9. Completes and submits daily mileage report and any other reports required by the Transportation Director.
10. Attends scheduled transportation meetings, workshops and safety trainings throughout the year as needed.
11. Performs other duties as assigned.

Physical Demands:

Must be able to stand, sit for long periods, walk, kneel, crouch, bend, stoop, reach, twist, push and pull, and lift up to 50 pounds. Must have speech communication and hearing to maintain communication with students, parents and other individuals.

Work Environment: Must be able to tolerate outdoor temperature and weather changes. Repetitive motion is often required in the performance of daily tasks.

Equipment Used: This position may require the employee to occasionally use personal equipment (e.g. vehicle, cell phone, tools, etc.) in the course of their employment.

Elbert School District #200 does not unlawfully discriminate against otherwise qualified students, employees, applicants for employment, or members of the public on the basis of disability, race, creed, color, sex, sexual orientation, gender identity, gender expression, marital status, national origin, religion, ancestry, or need for special education services. Discrimination against employees and applicants for employment based on age, genetic information, and conditions related to pregnancy or childbirth is also prohibited in accordance with state and/or federal law.