



Job Description

Job Title:
 Job Family:
 Pay Program: **Classified**
 Prepared/Revised Date:

Job Code:
 FLSA Status: **Non-Exempt**
 Pay Range: **G**
 Typical Work Year: **months**

SUMMARY:

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.*

Job Tasks Descriptions	Frequency	% of Time
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14. Perform other job related duties as assigned	Ongoing	
TOTAL		100%

EDUCATION AND RELATED WORK EXPERIENCE:

[CHOOSE ONE:]

- High School Diploma or equivalent.
- Bachelor’s degree in _____ or equivalent relevant experience.

[CHOOSE ONE:]

- No experience required.
- No experience required; experience preferred in _____
- Less than 1 year of experience in _____
- Minimum of 1 year of experience in _____
- Minimum of 3 years experience in _____
- Minimum of 5 years of experience in _____
- Must successfully complete current District training for supervision of Classified Staff within 1 year of entering position. **(for Lead positions)**
- Supervisory experience preferred **(for Lead positions)**
- Must be a minimum of 18 years old. **(not so for BASE Site Aide (& sub) or student positions)**

LICENSES, REGISTRATIONS or CERTIFICATIONS:

[THE FOLLOWING STATEMENT WILL GO ON ALL JOB DESCRIPTIONS:]

- Criminal background check required for hire.

[DELETE ANY STATEMENTS BELOW THAT DO NOT APPLY AND/OR ADD OTHERS IF NECESSARY:]

- Valid Colorado driver’s license (we can only require this, if job required driving of district vehicles) otherwise, we can use the following sentence if applicable.
- Ability to frequently travel among district facilities.
- CPR and First Aid certifications.

- District asbestos training certification desired, required within 1 year of entering position.
- required within weeks/months after hire.
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TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

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THE FOLLOWING 3 STATEMENTS WILL GO ON ALL JOB DESCRIPTIONS:

- Ability to promote and follow Board of Education policies, Superintendent policies, building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people, including those from diverse ethnic and educational backgrounds. Willingness to contribute to cultural diversity for educational enrichment.
- 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.

DELETE ANY STATEMENTS BELOW THAT DO NOT APPLY AND ADD OTHERS IF NECESSARY:

- Advanced/Intermediate/Basic skills.
- English language skills.
- Interpersonal relations skills.
- Critical thinking and problem solving skills.
- Knowledge of
- Knowledge of preferred at hire.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to manage multiple priorities.
- Ability to diffuse and manage volatile and stressful situations.
- Ability to work with students with diverse backgrounds and abilities.
- Ability to comply with Maintenance On-Call Policy.
- Successful completion of the test is required prior to hire.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

DELETE ANY STATEMENTS BELOW THAT DO NOT APPLY AND ADD OTHERS IF NECESSARY:

- None required.
- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with **DELETE ANY THAT DO NOT APPLY.** Microsoft Word, Excel, PowerPoint, Access, Publisher, Outlook, FrontPage.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.
- Operating knowledge of required within **CHOOSE ONE:** weeks/months after hire.
- Operating knowledge of preferred at hire.
- Operating knowledge of preferred at hire; required within **CHOOSE ONE:** weeks/months after hire.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:		

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	This job has no direct supervisory responsibilities.		
	TYPE OVER THE SENTENCE ABOVE IF NECESSARY.		
	DELETE EXTRA LINES.		

EDIT OR DELETE THE FOLLOWING STATEMENTS AS NEEDED TO APPLY TO THIS POSITION:

- Responsible for supervising the behavior and well-being of students **CHOOSE ONE OR MORE OF THE FOLLOWING:** in the classroom, getting on and off the bus, on recess.
- Responsible for **CHOOSE ONE OR MORE OF THE FOLLOWING, IF APPLICABLE:** assisting with interviewing, hiring and training employees; assisting with planning, assigning and directing work; assisting with

appraising performance; assisting with rewarding, disciplining and terminating employees; and assisting with addressing complaints and resolving problems.

BUDGET AND/OR RESOURCE RESPONSIBILITY:

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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				
Walk				
Sit				
Use hands to finger, handle or feel				
Reach with hands and arms				
Climb or balance				
Stoop, kneel, crouch, or crawl				
Talk				
Hear				
Taste				
Smell				

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				
Up to 25 pounds				
Up to 50 pounds				
Up to 100 pounds				
More than 100 pounds				

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				
Analyze				
Communicate				
Copy				
Coordinate				
Instruct				
Compute				
Synthesize				
Evaluate				
Interpersonal Skills				
Compile				
Negotiate				

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)	
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	

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

Job Description

Job Title: **Bus Driver**
 Job Family: **Transportation**
 Pay Program: **Classified**
 Prepared/Revised Date: **April 18, 2006**

Job Code: **1602**
 FLSA Status: **Non-Exempt**
 Pay Range: **G 18**
 Typical Work Year: **9 months**

SUMMARY: Transport, safely and expediently, students to and from home, between schools and on District sponsored trips.

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.*

Job Tasks Descriptions	Frequency	% of Time
1. Responsible for the safe and expedient transportation of students, including driving bus route according to bus stop locations and time schedules (may deviate from prescribed route in cases of illness, emergency or road conditions); monitoring behavior and actions of students on school bus while driving routes, to include noise levels and settling student disputes; communicating with Transportation personnel, parents and school officials regarding student behavior (may include watching videos, asking department staff for parent contact information and phone parents for assistance in changing the students behavior, write misconduct forms); and completing various forms and reports including field trips, log addendums, student check in sheets and vehicle log sheets. Aid in the loading and unloading process of students needing assistance in boarding as well as those with special needs, via stairs or lift mechanisms. Monitor student riders for any suspected child abuse, sexual harassment, bullying, bodily fluids cleanup and medical conditions (e.g., diabetic shock, seizures, respiratory conditions, etc.).	D	70%
2. Perform daily pre-trip inspection on bus in accordance with the Colorado Code of Regulations and District guidelines, including checking oil, tires and maintaining all fluids at the proper levels. Complete daily post-trip inspections, including checking the condition of the bus. Maintain the cleanliness of the bus interior. Keep outside mirrors and driver’s windows clean inside and out. Fuel vehicles per department guidelines.	D	5%
3. Communicate in person and on a two-way radio for routine, urgent and emergency situations. Report all unsafe route and bus stop conditions to the Scheduler/Dispatcher.	D	5%
4. Use proper procedures when working with special education and wheel chair students. Ensure that all seatbelts, safety vests and any other required restraint devices are used properly. Protect all student confidential information.	D	5%
5. Attend all meetings and training sessions including all in services and driver meetings, first aid and CPR classes that are required by the District.	W/M/A	5%
6. Verify route times at beginning and throughout the year to maintain the accuracy of the schedulers’ assignments. Provide information to Scheduler/Dispatcher for updating maps and routes. Complete state required October 1 st mileage and student count. Update personal route data and maps. Establish seat charts for all elementary and middle schools. Update master copies of data and maps in scheduling office and photocopy all seating charts, mileage reports and route data. Complete a student and mileage count.	M/A	5%
7. Perform other job-related duties as assigned, including annual comprehensive cleaning of bus.	Ongoing	5%
	TOTAL =	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma or equivalent.
- No experience required.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- Must be at least 21 years of age.
- Valid Colorado driver’s license.
- Commercial driver’s license (CDL) with Class B P2S CDL endorsement required within one month after entering position.

- Successful completion of District Driver Training Program.
- CPR and First Aid certifications within three months after entering position.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Ability to communicate effectively (verbally and in writing) in English.
- Knowledge of city and county road networks and location of schools in the district.
- Knowledge of driving a bus and working parts of bus preferred at hire.
- Ability to maintain confidentiality in all aspects of the job.
- Critical thinking and problem solving skills.
- Ability to diffuse and manage volatile and stressful situations.
- Ability to work with students with diverse backgrounds and abilities.
- Knowledge of Colorado and Federal laws as they relate to the transportation of students.
- 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 all people including those 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 school buses and pool vehicles required within one month after entering position.
- Operating knowledge of basic maintenance and emergency equipment including radio, tire chains, flare, etc. required within one month after entering position.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Transportation Operations Manager	3057

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

- Responsible for supervising the behavior and well-being of students getting on and off the bus and while in route.

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- This job has no budgetary responsibilities.

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			
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



Adams 12
Five Star School District
 Job Description

Job Title: **Senior Scheduler/Dispatcher**
 Job Family: **Transportation**
 Pay Program: **Classified**
 Prepared/Revised Date: **May 22, 2008**

Job Code: **1606**
 FLSA Status: **Non-Exempt**
 Pay Range: **G 23**
 Typical Work Year: **12 months**

SUMMARY: Responsible for the efficient planning of District bus routes, bus stop placements and activity scheduling; responding to two-way radio and phone calls; responding to concerns/complaints about transportation issues; and preparing for and overseeing the activity bid process.

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.*

Job Tasks Descriptions	Frequency	% of Time
1. Develop District bus routes/stops that provide safe and efficient transportation of students, including confidential student biographical information for developing stops/routes for students with special needs. Arrange coverage for bus routes. Follow departmental guidelines when assigning routes and assure driver has proper training for the routes covered.	D	35%
2. Respond to two-way radio and phone calls. Understand District and department policies and procedures required when responding to accidents, road hazards, bus breakdowns, lost students and student management.	D	25%
3. Respond to concerns/complaints about transportation issues from District personnel, parents, students and public.	D	20%
4. Schedule buses for District and non-District activities, including athletic buses. Assure all activities have drivers assigned and run as efficiently as possible. Work closely with schools to ensure student activities run efficiently. Arrange for bus trades for activities when needed. Assure drivers have proper training for activities	D	5%
5. Prepare information and generate reports needed for activity bid process. Oversee activity bid process, including bidding driver's proxy sheets. Prepare post-bid activity information for drivers. Post bid information including copies of drivers' proxy bid sheets, activity bid results and next week's activities for bid. Enter billing in SFS for activity and billable programs, including activity and athletic charges, school shuttles, after school programs, etc.	W	5%
6. Develop departmental forms including accident, workers compensation, etc.	A	5%
7. Perform other job-related duties as assigned.	Ongoing	5%
	TOTAL =	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma or equivalent.
- Minimum of three years of experience in school transportation and/or scheduling/dispatching.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- Must be at least 21 years old.
- Colorado Class B P2S Commercial driver's license (CDL) required within one month after hire.
- CPR and First Aid certifications required within three months after hire.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Customer service and public relations skills.
- Critical thinking and problem solving skills.
- Knowledge of District 12 school locations, District street system and District and departmental procedures.
- Knowledge of federal and state laws pertaining to student transportation.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to manage multiple priorities.
- Ability to diffuse and manage volatile and stressful situations.
- Ability maintain accurate logs of daily events; bus assignments, route coverage, activity coverage, etc.
- 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 personal computers and peripherals.
- Operating knowledge of and experience with Microsoft Word, Excel and Access.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.
- Operating knowledge of routing software preferred at hire.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Director of Transportation	5010

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

- Address complaints, resolve problems and provide guidance to Bus Drivers, Transportation Paraprofessionals and Bus Driver Trainees as needed.
- May assist supervisor with interviewing and providing input into performance appraisals.

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Responsible for scheduling daily route coverage, sub-driver assignments and sub-bus assignments.
- Enter billing into SFS for bus-related items including activities/athletics, school programs, after school shuttle programs, etc.

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		
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	