

## Aspen Country Day School bus driver

position(s) to be filled as needed

Part-time, exempt

Aspen Country Day School is seeking bus driver(s) to safely transport students to and from school as well as to off-campus school-related activities. [To apply, please complete the application form at this link](#)

**Work Schedule:** the morning schedule begins at or around 6:30 am and concludes at or around 8:15 am; the afternoon schedule is 2:30-4:30 pm. Additional hours may be available for field trips, outdoor education trips, errands, etc. Expected hours would be 20-25 hours per week.

### Main Responsibilities:

- Maintain discipline among students while they are being transported to ensure safety of all passengers on the route
- Operate large school buses in a safe and lawful manner during varying weather, road, and traffic conditions on assigned route in accordance with Colorado Rules and Regulations Governing Operation of School Transportation Vehicles Manual
- Perform pre- and post-trip bus inspections and periodic student evacuation drills in compliance with rules and regulations for passenger safety
- Operate large school buses for an extended period of time to transport students off-campus for special activity trips, driving in a lawful and safe manner in unfamiliar surroundings varying from congested streets to mountain roadways
- Perform other related duties as assigned or requested

### Position Requirements:

- Minimum Education or Formal Training
  - High school or equivalent
  - Active Commercial Drivers License Class-B with School Bus, Passenger, and Air Brake endorsements
- Minimum Experience
  - 2 to 4 years of driving experience
  - Due to the safety responsibilities involved with this position, drivers must be able to communicate clearly in English both orally and in writing
  - Ability to pass state required physical exam and random drug testing per Rules and Regulations for Operators of School Transportation Vehicles of the Colorado Dept. of Education
- General Expectations
  - Adheres to Colorado laws and rules regarding traffic safety, including traffic signs, signals, and devices
  - Performs of safe motor vehicle operation including checking gas, oil, signals, wipers, brakes and other components to assure proper levels and operation
  - Manages oneself (is organized, prepared, and punctual; manages resources; meets deadlines; follows through on commitments; demonstrates appropriate physical appearance relative to job and environmental expectations) in a manner that enhances the image of the organization
  - Displays willingness to learn new information
  - Satisfactorily completes a course in bus driving
  - Gets along well with children and parents and command the respect of passengers

- Learns bus routes and completes scheduled routes in a timely manner, exhibiting flexibility as changes in schedules and routes occur
- Develops and maintains rapport and effective relationships with children and adults contacted in carrying out duties and responsibilities by using courtesy, diplomacy, collaboration, cooperation, support, and professional conduct
- Establishes and maintains good working relationships with teachers, administrators, and all those contacted in the course of work
- Observes all school policies and procedures
- Licenses or Certification
  - Current driver's license with good driving record
  - Current Commercial Driver's License Class-B with School Bus, Passenger, and Air Brake endorsements
  - Current First Aid/CPR certification
- Essential Environmental Demands
  - Exposure to noise, dirt/dust, odors or fumes, hazardous materials or situations, and temperature extremes
- Essential Physical Requirements
  - Occasional standing
  - Occasional lifting of up to 50 lbs for bus evacuation situations
  - Physical ability to lower oneself to the ground, assisting students as necessary, to perform emergency evacuation from the back door of a school bus
  - Constant reaching and sitting
  - Repetitive motion

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ACDS welcomes children from the Roaring Fork Valley from Pre-Kindergarten through Eighth Grade. The school is fully accredited by the Association of Colorado Independent Schools and is a member of the National Association of Independent Schools.

The school is a thriving community of engaged learners whose Pre-Kindergarten through Eighth Grade experience provides a foundation for lives of meaning and purpose. It is known for its strong academic, arts, and outdoor education programs; small class sizes; a blend of traditional and progressive teaching practices; talented teachers; and a warm, caring community of students, faculty, staff, parents, and alumni.