

Aspen Country Day School
School Bus Driver 2016 -2017
Part-time
Non-exempt

September 2016

Position Summary: Aspen Country Day is looking for part-time school bus drivers. The purpose of this position is to safely transport students to and from school as well as off-campus school related activities.

Work Schedule: General schedule for this position will require work hours beginning at or around 6:30 and concluding at or around 8:15am; afternoon 2:30pm-4:30pm. Additional hours may be available for field trips, ODE trips, errands, etc can be in addition to this role. Expected hours would be 20-25 hours per week.

Principle Responsibilities:

- Maintain discipline among students while they are being transported to ensure safety of all passengers on the
- 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 district 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 city 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:

- Knowledge of Colorado laws and rules regarding traffic safety, including traffic signs, signals, and devices
- Knowledge 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 public education.
- Displays willingness to learn new information
- Satisfactorily completes a course in bus driving
- Ability to get along well with children and command their respect
- Learn bus routes and complete scheduled routes in 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

- Establish and maintain good working relationships with teachers, administrators, and all those contacted in the course of work
- Observe all district policies and procedures
- Licenses or Certification:
- Current driver's license with good driving record
- 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 - possibly over 50 lbs if driving special needs school bus
- 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

To apply, please send resume and cover letter to: stevenmiller@aspencountryday.net