



Montezuma-Cortez School District RE-1
EVERY STUDENT. EVERY DAY.

Position: Summer School Bus Driver

Our Vision

The district is committed to creating an environment of collaboration and accountability that ensures our students:

- Achieve personal goals and academic growth.
- Are invested in success for their future.
- Attain high levels of literacy and 21st century skills.
- Are engaged in active citizenship.
- Learn in a safe and healthy school environment.

Position Summary: Responsible for the safe transportation (including student behavior) of students to and from school and extra-curricular activities. Monitors mechanical function of equipment for repair or attention. Develops and promotes good community relations among various community and school clientele.

Typical Responsibilities:

- Picks up and delivers students according to assigned routes and time schedule.
- Monitors the performance and mechanical conditions of the bus and reports any problems to the director.
- Perform all required safety and vehicle checks pertaining to any bus trip and report any problems to the director.
- Follows and conforms to all safety and training requirements of the district, state, and federal governments.
- Maintains an awareness of all conditions or advisories which may affect the safe operation of the vehicle.
- Always monitors and controls the behavior of students and reports any difficulties to appropriate personnel; confers as necessary with parents, administrators, and others.
- Maintains the cleanliness of the bus.
- Monitors and maintains the various bus fluid levels.
- Maintains and submits all required records and reports.
- Reports any emergencies, delays, damages, accidents or incidents to the director or other district authority.
- Performs other related duties as assigned or requested.

Position Requirements

Minimum Education:

- High school graduate or equivalent and at least 21 years of age
- Must pass all required tests.
- May need specialized training in mountain driving, winter driving, etc.

Skill Requirements:

- Appropriate driver's license
- Effective communication

Licenses or Certification:

- Must obtain a Commercial Driver License (CDL), Class B with P2 endorsement.
- First Aid certification
- DOT physical examination

Essential Environmental Demands:

Noise, dirt and dust, odors and fumes, some hazardous situations, temperature extremes. All buildings/grounds in District Re-1 are tobacco free.

Physical Strength Specifications for School Bus Drivers:

- Hands, arms, shoulder, and upper back must be sufficiently strong and mobile to operate steering mechanisms which require approximately 30 to 40 pounds torque for non-power assisted units operating at low speeds.
- The lower back, legs and feet must have sufficient strength and mobility to operate brake and clutch mechanisms which require approximately 20 to 30 pounds pressure and rapid movement for safe operation.
- Must be sufficiently strong and mobile to perform routine pre-operation inspections.
- Must be able to enter and exit at the rear emergency door to evacuate passengers.
- Must be able to work in temperatures in the 25° F to 90° F range.
- Must be able to work in a sitting position for two to three hours without interruption.

Supervisory Duties: None

Reports to: Director of Transportation

Physical Requirements and 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:			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit				X
Reach with hands and arms			X	
Climb or balance		X		
Stoop, kneel, crouch or crawl		X		
Talk				X
Listen				X

Weight and Force Demands:	Amount of:			
	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			

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)	
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

Work Environment:	Amount of:			
	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			

Noise Level:	Exposure Level
Very quiet	
Quiet	
Moderate	
Loud	
Very Loud	X

Mental Functions:	Amount Of:			
	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		

The signatures below indicate that this job description has been reviewed by the employee with the supervisor.

Employee Name (Print)

Employee Signature

Date

Supervisor Name (Print)

Supervisor Signature

Date

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. This job description is not intended to create any express or implied contract of employment or expectancy of continued employment for any definite term.

NONDISCRIMINATION CLAUSE



Montezuma-Cortez School District RE-1 does not discriminate against any protected classes as identified by the State of Colorado. A lack of English speaking skills will not be a barrier to participation or admission. The following staff have been designated to handle inquiries regarding our nondiscrimination policies:

Title IX Coordinator and Compliance Officer (*Title II/ADA, Title VI*)

Cynthia Eldredge, Executive Director of Human Resources
400 North Elm Street, Cortez, CO 81321 970-565-7522 ext. 1135
titleIXcoordinator@cortez.k12.co.us

504 Compliance Officer (*Section 504*)

Lisa Megel, Executive Director of Exceptional Student Services
400 North Elm Street, Cortez, CO 81321 970-565-7522 ext. 1118
504complianceofficer@cortez.k12.co.us

M-CSD RE-1 School Governance Policies can be found on our website at:
www.cortez.k12.co.us/our-district/board-of-education/policies

CLÁUSULA DE NO DISCRIMINACIÓN

El Distrito Escolar Montezuma-Cortez RE-1 no discrimina contra ninguna clase protegida identificada por el Estado de Colorado. La falta de habilidades para hablar inglés no será una barrera para la participación o la admisión. El siguiente personal ha sido designado para atender consultas sobre nuestras políticas de no discriminación:

Coordinador del Título IX Oficial de Cumplimiento (Título II/ADA, Título VI)

Cynthia Eldredge, Directora Ejecutiva de Recursos Humanos
400 Calle Elm Norte, Cortez, CO 81321 970-565-7522 extensión 1135
titleIXcoordinator@cortez.k12.co.us

504 Oficial de Cumplimiento (Sección 504)

Lisa Megel, Director Ejecutivo de Servicios para Estudiantes Excepcionales
400 Calle Elm Norte, Cortez, CO 81321 970-565-7522 extensión 1118
504complianceofficer@cortez.k12.co.us

Las políticas de gobierno escolar de M-CSD RE-1 se pueden encontrar en nuestro sitio web en:
www.cortez.k12.co.us/our-district/board-of-education/policies

11.28.23 DKR

Referenced Policies: AC, AC-E-1, AC-R (Option 1), AC-R-2*, JB, JBA, JBA-E, JBB*, JII-R

NOTE: Federal law requires districts to provide continuing notification of non-discrimination statements and the Title IX coordinator's contact information. This information must be published in student, parent, and employee handbooks, course catalogs, program/employee application forms, and recruitment materials. 34 C.F.R. § 106.8.