

## Position Description

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

**Job Title:** Training Assistant/Bus Driver  
**Pay Table:** Support  
**Pay Grade:** 11  
**FLSA Status:**  
**Job Code:** 743  
**Reports to:** Safety Coordinator and Assistant Transportation Director

### **JOB SUMMARY**

Under the general direction of the Safety Coordinator and Assistant Transportation Director, the Training Assistant/Bus Driver assists with the training and testing of bus drivers, bus assistants and other transportation personnel, and operates a school bus.

### **ESSENTIAL JOB FUNCTIONS**

- Provides individualized instruction and assists with group training of drivers and other transportation personnel.
- Conducts CPR and first aid training for new hires (required for maintenance of employee certificates).
- Instructs all drivers on bus evacuation procedures and on conduct of twice-yearly drills. Includes instruction on preparation and submission of required documentation.
- Provides annual 8-hour inservice training to Davis and bus drivers from other districts. Records attendance and submits necessary certification documentation to USOE.
- Schedules and teaches Defensive Driving to new and current drivers as required for certification.
- Assists safety coordinator in implementing and teaching all required classes.
- Provides duty-related instruction for bus assistants.
- Conducts individual orientation and training of new drivers (i.e., operations and safety, bus inspection, CDL training, bus cleaning and servicing, communication with parents and district personnel, preparation and submission of forms and documentation, fueling safety, operation and use of 2-way radio, maintenance of log book for distance runs).
- Maintains computer and hard copy file of training records.
- Assists with preparation and submission of state training report.
- Coordinates and assists with testing and arrangements for tests.
- Assists with miscellaneous transportation department functions.
- Interviews applicants for bus driver and bus assistant positions, and processes reference checks. Makes recommendations and participates in hiring decisions.

- Installs and inspects student safety and star seats in buses and monitors use.
- Operates bus, picking up and transporting students to and from school or special activities.
- Pre-inspects bus, checking oil fluid levels, belts, lights, under-carriage, brakes tire pressure, exhaust, suspension, etc. Fills in daily pre-trip inspection record.
- Fuels bus at contract suppliers
- Cleans bus on daily basis, sweeping, washing floors, washing windows, cleaning seats, and removing trash.
- Monitors students and traffic as students enter streets to board or exit bus.
- Contacts teacher, parents, and school administration to discuss students' behavior. Completes Bus Conduct report as required.
- Fills out daily payroll sheet which is turned in monthly. Submits payroll and pre-trip authorizations to District.
- Receives training in First Aid and provides assistance to students as required.
- Educates students on bus rules and safety. Continually maintains and enforces discipline as needed, verbally or in writing as required. (Utilizes Incident Report as needed)
- Participates in annual District in-service training and attends other special training programs as available (safety, emergency procedures, and certifications required by the State).
- Conducts safety drills (evacuation drills conducted twice a year). Written evacuation plan must be turned in to supervisor two times per year and posted in bus.
- Maintains seating charts in collaboration with teachers.
- Operates radio, communicating with Transportation Department when necessary.
- Cleans up after sickness, accidents and spills.
- Maintains log book.
- Reports personal injuries, medications taken, and disabilities to District.
- Reports accidents immediately.
- Schedules vehicle service and reports repairs required.
- Counts students once per year and completes count report for District.
- Collaborates with bus assistant as needed to maintain safety of students.
- Monitors students with special disabilities or health risks.
- Assists wheelchair students on and off the bus when necessary. Operates wheelchair lift. Ties wheelchairs on bus.
- Issues confidential Student Health Care and Student Release forms to parents for completion. Gathers all completed forms in a timely manner to be retained on the bus for emergency contact. Occasionally delivers medication or supplies from parent to teacher as stated in Parent Handbook.
- Contacts parents regarding pickup, drop off times, and locations.

### **MINIMUM REQUIREMENTS**

- High School diploma or equivalent.
- Three (3) years of experience related to the above tasks, knowledge, skills and abilities or an equivalent combination of education and experience. An additional two (2) years as a "Behind the Wheel" trainer is preferred.
- The following certifications must be obtained after employment in job: Certified District Instructor, Commercial Drivers License (CDL) – preferred, Certified Third Party CDL Tester, Certification for student safety vests and star seats.
- The following educational requirements can be completed after employment: District and state training (conducted annually). Professional development training required

to maintain State Certification. Annual 8 hours of inservice training (Certificate of inservice training required), Defensive driver training, First Aid training, Annual drug and alcohol recertification training, Bi-yearly training required to maintain third party (CDL) license.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to read, write and perform basic mathematical functions.
- Ability to drive a school bus under distracting conditions.
- Ability to discipline children and maintain order on the bus.
- Basic mechanical knowledge of bus.
- Basic knowledge of first aid.
- Knowledge of state rules and traffic rules pertaining to the operation of a school bus.
- Ability to communicate sensitively and effectively with parents, teachers, etc.
- Ability to maintain inventory and property.
- Proficient with Microsoft Office Suite

### **PHYSICAL DEMANDS**

Heavy work: Exerting up to 125 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects. The work also requires the following physical abilities in order to perform the essential job functions: balancing, climbing, crawling, crouching, feeling, fingering, grasping, handling, hearing, kneeling, lifting, mental acuity, pulling, pushing, reaching, repetitive motion, speaking, standing, stooping, talking, visual acuity and walking.

### **WORKING CONDITIONS**

Employees in this position work in a dynamic environment that requires them to be sensitive to change and responsive to changing goals, priorities, and needs.

*The Davis School District has the right to revise this position description at any time.*