

SCHOOL BUS DRIVER TRAINER



Transportation Department

Purpose:

The School Bus Driver Trainer helps ensure the proper functioning of District transportation operations by training, testing, and evaluating driving skills of current and prospective bus and activity vehicle drivers using methods approved by Oregon Department of Education for pupil transportation.

Definition for use in this Job Description:

"School bus" or *"bus"* includes any school bus or transportation vehicle within the transportation fleet.

Reports to: Transportation Operations Supervisor; Administrator for Transportation

May Indirectly Report to: Field Coordinator (Training)

Nature & Scope:

The School Bus Driver Trainer performs work of a specific nature under general supervision. The nature of the work requires adherence to policies, procedures, and regulations. Independent judgment and decision-making are required in matters not having established policies, procedures, and regulations. The incumbent interfaces with department staff, school staff, parents, and public entities.

Essential Job Functions:

1. Conducts oneself in the best interest of students, in accordance with the highest traditions of public education and in support of the District's mission.
2. Provides classroom instruction for current and newly hired school bus drivers in accordance with Oregon School Bus Drivers' Training Program, including written and oral presentations, group, and individualized training; ensures training materials are current, professional, and meet quality control levels and legal requirements.
3. Performs behind the wheel instruction (BTW) to reinforce basic driving skills and ensure compliance with state and District safety standards.
4. Prepares continuous professional development activities/training for drivers; creates and executes individualized training as needed to ensure drivers satisfy training credit requirements for renewal of school bus driver's certification.
5. Conducts remedial training for Drivers involved in accidents, incidents, and other situations as determined by Administration.

6. Conducts instruction in use of adaptive equipment used to transport pupils.
7. Conducts physical qualification examinations on behalf of the Oregon Department of Education.
8. Conducts observation rides to evaluate bus routes and driver competency.
9. Conducts CDL driving tests through the third-party tester program and CDL Skills Tests for existing CDL holders on behalf of Oregon Department of Transportation.
10. Maintains records and prepares reports related to the training of school bus drivers.
11. Drives scheduled bus routes, as necessary.
12. Performs other duties as assigned.
13. Maintains effective working relationships with other members of the Department as well as other school personnel and community members, including those from diverse cultures or backgrounds or those who speak limited or no English.
14. Complies with all procedures outlined in the *Code of Professional Conduct* and *Annual Notices for Education Practitioners, Teachers, Support Staff, Administrators, Substitutes Handbook*; and the *Beaverton School District Transportation Employees Handbook*; and all other Beaverton School District Policies and Procedures.

The statements contained above reflect general details as necessary to describe the principal functions of this job but should not be considered an all-inclusive listing of work requirements. Individuals may at times perform other duties as assigned which could include work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

Required Qualifications:

1. Must be 21 years of age or older.
2. Must possess a high school diploma or equivalent.
3. Must possess and maintain a valid driver's license and a driving record that meets the standards in place by the District.
4. Must possess a minimum of three (3) years' experience performing duties as a School Bus Driver.
5. Must have successfully completed the Oregon Behind-the-Wheel Instructor Workshop with a score of at least 80% or greater and completed the Oregon Core and Advanced Instructor Workshop with a score of 80% or greater.
6. At the point of hire, must be able to attain and maintain valid certification as an instructor of First Aid within six (6) months of employment.
7. Must demonstrate familiarity with computerized record-keeping, spreadsheets, report writing in a narrative format using appropriate grammar and punctuation skills, operating computers and related peripheral equipment and software including Excel, Word, PowerPoint, or similar products.
8. Must be able to read, understand and follow multi-step written and verbal instructions in English.
9. Must demonstrate the ability to follow a set routine at a pace that meets District standards and demonstrate the ability to meet deadlines and schedules.
10. Must demonstrate the ability to maintain composure and act logically under stressful conditions and during periods of emergency.

11. Must demonstrate excellent knowledge of bus routes and surrounding geographic area.
12. Must demonstrate flexibility to changing working environments.
13. Must be able to work accurately with attention to detail.
14. Must meet all Minimum Qualifications for the position of *Bus Driver*.

Working Conditions:

The School Bus Driver Trainer works both indoors and outdoors. The incumbent also engages in their work duties while driving or riding on a bus. The work requires regular moderate physical effort and the occasional lifting of moderately heavy objects with pushing or pulling up to 30 pounds. The incumbent will frequently stand, walk, bend, stoop and kneel in the normal course of their workday and will be exposed to dirt, odors, dust, wetness, exhaust fumes, grease, noisy machinery, vibrations, and toxic agents. Work performed in the field may expose the incumbent to inclement weather and traffic hazards. While driving a bus, the School Bus Driver Trainer will be exposed to the working conditions and hazards outlined in the job description for *Bus Driver*.

Work Year: 210

Bargaining Unit: OSEA

FLSA Status: Non-Exempt

Date Approved: March 3, 2021

Date Revised: April 15, 2021

The Beaverton School District recognizes the diversity and worth of all individuals and groups. It is the policy of the Beaverton School District that there will be no discrimination or harassment of individuals or groups based on race, color, religion, gender, sexual orientation, gender identity, gender expression, national origin, marital status, age, veterans status, genetic information or disability in any educational programs, activities or employment.