

**ST. TAMMANY PARISH SCHOOL BOARD**  
**Covington, Louisiana**

**Job Description**

**TITLE:** Driver Training Instructor (**FLSA: NON-EXEMPT**)

**MINIMUM QUALIFICATIONS:**

1. U.S. citizen or authorized alien
2. High school diploma or equivalent
3. One (1) year experience as a bus driver with the St. Tammany Parish School Board
4. Must be at least 21 years of age
5. Valid Class B Louisiana driver's license. Must be maintained for the duration of the assignment.
6. Excellent driving history

**REPORTS TO:** Director of Transportation

**JOB SUMMARY:** Under general supervision, trains, new bus drivers and observes and advises bus drivers on safe driving habits. Involves training new drivers and observing, and advises bus drivers on safe driving practices.

**ESSENTIAL JOB FUNCTIONS:**

1. Trains new bus drivers in correct and safe driving practices.
2. Orients new drivers to district transportation policies and procedures.
3. Observes and advises bus drivers on correct and safe driving practices and/or proper dress code.
4. Informs supervisors of observations and advice given to drivers.
5. Conducts emergency evacuation drills on buses and inspects safety equipment.
6. Serves as standby driver.
7. Conforms to safety standards prescribed.
8. Performs other tasks related to the position as assigned.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

1. Knowledge of student transportation laws, policies, regulations and procedures.
2. Knowledge of safe driving practices and procedures.
3. Ability to drive any size school bus.
4. Ability to read and interpret maps.
5. Ability to pass required medical examinations.
6. Ability to plan and coordinate training programs.
7. Ability to work cooperatively with parents, administrators, students and the public.
8. Ability to recognize and report hazards and apply safe work methods.

**PHYSICAL AND ENVIRONMENTAL DEMANDS:** Extensive travel driving various school buses in traffic to and from schools and the Transportation Department.

**Strength:** Medium/Heavy – Exert force to 50-100 lbs. occasionally, 25-50 lbs. Frequently, up to 10 lbs. constantly. Requires sitting for long periods of time.

**Physical Demands:** Occasional climbing, balancing, stooping, kneeling, crouching and crawling. Frequent reaching, handling, fingering, talking and hearing. Vision: Frequent near and far acuity, depth perception, focal length change, color vision and peripheral vision. Vision to read printed materials, VDT screens or other monitoring devices. Hearing and speech to communicate in person or over the telephone.

**Environmental Conditions:** Climate controlled office setting and exposure to outdoor weather temperatures ranging from mild/moderate to extreme cold/heat. Exposure to noise levels ranging from moderate to very loud and occasional to frequent time periods.

**EQUIPMENT/SUPPLIES:** The St. Tammany Parish School Board bus, projector, VCR, DVD's, CD, and other audio/visual equipment.

**ADDITIONAL DUTIES AND RESPONSIBILITIES:** Performs any other duties as may be assigned.

**TERMS OF EMPLOYMENT:** 12 Months per year, salary in accordance with current salary schedule.

**ACCOUNTABILITY:** Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Services Personnel.

**The Superintendent reserves the right to review, revise, update, or change the job and any/all duties due to changes in the job content, organizational structure, or state or federal laws.**

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed and  
Agreed to by: \_\_\_\_\_ Date: \_\_\_\_\_  
(Incumbent)

\_\_\_\_\_  
Incumbent's Name (Please Print) Employee Identification Number

Original- Human Resources Department

Copy- Supervisor

Copy- Employee