

Lebanon Community Schools

POSITION DESCRIPTION

TITLE: BUS DRIVER TRAINER

TYPE: Classified

REPORTS TO: Director of Transportation

POSITION SUMMARY:

The primary purpose of this position is to train newly hired and regular school bus drivers, and perform school bus driver duties as needed. Emphasis will be on independent responsibility for assigned projects or advanced tasks of medium to long term duration. Involves use of moderately complex computer programs and software specific to the assignment.

MINIMUM QUALIFICATIONS:

1. High school diploma or equivalent.
2. Criminal history clearance.
3. Valid Oregon Driver's License, Commercial Driver's License, and Oregon Department of Education School Bus Driver's Certificate.
4. Pass Pre-Employment Drug and Alcohol Assessment.
5. Oregon School Bus Trainer Certificate for Instructors.
6. Third Party Tester Certification in compliance with Oregon Department of Education and Department of Motor Vehicles (within two years).
7. Knowledge of
 - a. Principles and practices of training.
 - b. Provisions of the Oregon Motor Vehicle and Oregon Department of Education laws.
 - c. District policies and rules applicable to school bus operations.
 - d. Safe driving and general safety policies and practices.
 - e. Streets, roads, and school locations within the District boundaries.
 - f. A variety of vehicles in terms of make, model, and power trains, including diesel engines, automatic, and five speed manual transmissions.
8. Experience with office procedures and computer equipment.

ESSENTIAL FUNCTIONS:

1. Instructs newly hired school bus drivers in accordance with Oregon School Bus Driver Training Program (BTW).
2. Conducts CDL third party testing in compliance with ODE and DMV.
3. Prepares a continuous training program for regular school bus drivers to meet requirements for obtaining and renewing Oregon School Bus Driver Certification.
4. Analyzes training program and individual needs.
5. Provides required training to coaches and chaperones needing certification to drive Activity Vehicles.
6. Administers written exams and behind the wheel tests to activity drivers.
7. Accompanies drivers on routes to observe performance and assure driving routines and other practices are in accordance with ODE and District policies.
8. Maintains records and makes written reports as required.
9. Assists in the investigation and resolution of complaints concerning school bus operations.
10. Advises drivers on safe driving practices, rules of the road, district procedures, and laws and regulations pertaining to pupil transportation.
11. Drives a school bus on a regular and special routes as needed.

Note: Bus Driver position description is applicable at these times.

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Position Description
Bus Driver Trainer (cont'd)

OTHER REQUIREMENTS:

1. Possible exposure to bodily fluids due to employee or student illness or injury.
2. Function where there is pressure, frequent interruptions, and a stressful atmosphere.
3. Work is almost exclusively in a vehicle, but also involves some time inside buildings or outside.
4. May be required to obtain a First Aid and/or CPR Card and serve as a Delegated Caregiver or Designated First Aid Provider.
5. Occasionally performs other duties as required by supervisor.

WORKPLACE EXPECTATIONS:

The employee has regular attendance at work and work activities, and is punctual in meeting deadlines, attending meetings, and following schedules.

The employee is dressed and groomed in a neat, clean, and appropriate professional manner for the assignment and work setting.

The employee maintains the integrity of confidential information relating to a student, family, colleague, or district patron. The employee uses or relays personal information only in the course of performing assigned responsibilities and in the best interest of the individuals involved.

The employee follows all district or supervisor policies, rules, regulations, memos, bulletins, announcements, applicable position descriptions, and reasonable requests by proper authority.

TERMS OF EMPLOYMENT:

Current work year varies as needed, up to 260 paid days, subject to change.

Salary and benefits based on current District Salary Schedule and negotiated agreement.

EVALUATION:

Performance in this position will be evaluated in accordance with District policy and regulations concerning personnel evaluation.

EMPLOYEE STATEMENT:

“I have reviewed the above position description and understand its contents.”

“I am aware that my position description may be revised or updated at any time and that I remain responsible for knowledge of its contents.”

“I hereby certify that I am able to fulfill the essential functions of the above position.”

Employee Name (Print)

Date

Employee Signature

Date

PHYSICAL REQUIREMENTS FOR ESSENTIAL FUNCTIONS

In an 8 hour workday, this job requires: R - Rarely (Less than .5 hr per day) O - Occasionally (.5 - 2.5 hrs per day) F - Frequently (2.5 - 5.5 hrs per day) C - Continually (5.5 - 8 hrs per day) NA - Not Applicable					
Physical Requirements	NA	R	O	F	C
Sitting					X
Stationary standing			X		
Walking (level surface)			X		
Walking (uneven surface)		X			
Crawling	X				
Crouching (bend at knees)			X		
Stooping (bend at waist)			X		
Twisting (knees/waist/neck)					X
Turn/pivot		X			
Climbing (stairs)		X			
Climbing (ladder)	X				
Reaching overhead		X			
Reaching extension				X	
Repetitive use arms					X
Repetitive use wrists					X
Repetitive use hands grasping					X
Repetitive use hands squeezing				X	
Fine manipulation				X	
Using foot control					X
*Pushing/Pulling Maximum weight: _____ 125 lbs. _____		X			
*Lifting/Carrying Maximum weight: _____ 125 lbs. _____		X			

* Identify items typically moved: Students, bus door, bus hood, tire chains

Note: Bus Drivers must at all times be able to meet the physical examination requirement as listed in OAR 581-053-006(7).