

DRIVER TRAINER

Classification: Transportation Location: Assigned Department
Reports to: District Administrator FLSA Status: Non-Exempt
Bargaining Unit: OSEA

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Part I: Position Summary:

Plans for, develops, and delivers training to transportation employees in vehicle operation, safety, district, state, federal policies, procedures, rules and regulations.

Part II: Supervision and Controls over the Work:

Serves under the Director of Transportation or designee. Is responsible for effectiveness of planning, training, compliance with policies, programs, and contribution to achievement of district, department goals and objectives. Work is guided by, and must be in compliance with, federal and state law, and policy direction of the School Board.

Part III: Major Duties and Responsibilities (depending on specific assignment):

1. Program Operations.
 - a. Implements training program for applicants accepted for training;
 - b. Annually prepares inservice training which meets or exceeds the requirements for ODE continuation of School Bus Driver certification;
 - c. Provides retraining of drivers;
 - d. Maintains records related to driver certification;
 - e. Maintains current information on district, state and federal policies, procedures, rules and regulations;
 - f. Directs evacuation drills;
 - g. Conducts on-the-road driver ride checks;

- h. Participates in Safety Committee meetings;
 - i. Assists drivers with planning and implementing support plans for student management needs;
 - j. Supports special needs students; including, but not limited to; wheelchairs, vest fittings, securements and parent support;
 - k. Evaluates safe loading/unloading/walk areas/bus stops for the district supplemental plan and district load zones;
 - l. Maintains confidentiality of all department and personnel matters.
2. **Driving.** Drives a school bus or other authorized vehicle on scheduled routes and/or trips in support of district-approved activities, both in and out of school district boundaries.
 3. **Customer Service.** Assists in creating a customer service culture that assures the operational program is responsive and sensitive to the needs of students, patrons, and school staff. Assist in creating a welcoming environment as well as providing flexibility to respond to the needs of customers.
 4. **Program Evaluation, Analysis and Feedback:** Participates in periodic assessment of departmental programs and/or changing needs.
 5. Performs other duties as assigned.

Part IV: Minimum Qualifications:

Incumbents must have successful experience in working with culturally diverse families and communities, or have otherwise demonstrated a commitment to strengthening engagement of a diverse community and skill in communicating with a diverse population.

- High School Diploma or equivalent.
- Minimum of three years (per ODE rule 581-053-0140) of progressively responsible experience in pupil transportation or driver instruction, routing or dispatching.
- Prior school bus driving experience of three years.
- At least 6-months experience as a certified assistant trainer
- Knowledge of mapping and routing systems; at least one-year experience.

- Presentation and training skills.
- Knowledge of laws, codes, rules, policies and regulations relating to pupil transportation.
- Strong understanding and history of successful customer service and ability to establish and maintain effective relations with patrons and staff.
- Effective oral and written communications; analytical ability; and knowledge and skill in the use of office technology and office software.
- Possess good decision-making skills in the course of training drivers and being in compliance with state mandates.
- Ability to work both independently and cooperatively.
- Ability to organize work, set priorities, and meet deadlines.
- Possess a Commercial Driver's License, School Bus Drivers Certificate and possess a safe driving record (of at least two years accident and incident free).
- Possess and maintain an "Oregon Behind the Wheel Instructor Certificate" and appropriate licensing endorsements.

This position is subject to random drug testing under Department of Transportation guidelines and in compliance with District anti-drug and alcohol prevention programs.

Part V: Desired Qualifications:

- Core instructor qualification.
- Bilingual and bicultural skills.
- "Third Party Tester" certification from DMV (active or inactive).
- First Aid Certified

Part VI: Physical and Environmental Requirements of the Position:

The physical demands and work environment described here 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.

- While performing the duties of this job, the employee is frequently required to sit, talk, lift, carry, move about, hear and speak. Employee may be required to perform extensive work at a computer display terminal.
- The employee must occasionally lift and/or move 25 to 50 pounds and must be able to lift and move students of greater weight in emergency situations.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Employee may be required to interact with clients, customers, and staff who are emotionally upset, angry, or distraught. In such interactions, employee must be able to maintain control, decorum, and professionalism
- While performing the duties of this job, the employee could be working in poor weather conditions, including rain, snow, wind and cold.