

## ASSISTANT 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:

Assists in planning and developing, and delivers training to transportation employees in vehicle operation, safety, district, state, federal policies, procedures, rules and regulations.

1. Route Sharing.
  - a. This position route shares with another assistant trainer
  - b. Assistant trainers with the most seniority will bid on routes in the fall and chose either morning or afternoon coverage of their route
  - c. The remaining assistant trainers will bid to whom they want to share a route with and will then cover either the morning or afternoon route of their chosen partner
  - d. This position will follow the route sharing procedures stated in the Transportation Manual

### Part II: Supervision and Controls over Work:

Serves under the Director of Transportation or designee. Is responsible for assisting in planning, training, and 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. Assists in implementing training programs for applicants accepted for training;
  - b. Assists in annually preparing in-service training which meets or exceeds the requirements for ODE continuation of School Bus Driver certification;
  - c. Assists the Training Lead with planning and implementing plans of support for student management needs;

- d. Assists in maintaining records related to driver certification;
- e. Assists in maintaining current information on district, state and federal policies, procedures, rules and regulations;
- f. Assists Training Lead with planning and implementing plans of support for student management needs;
- g. Assists in evaluating safe loading/unloading/walk areas for students to school and bus stops;
- h. Assists in helping with twice annually evacuation drills;
- i. Assists in bus inspections and Type D inspections at High Schools/Sabin Schellenberg/New Urban High School;
- j. May be asked to participate in Safety Committee meetings;
- k. Must be able to work independently and make good decision making skills;
- l. Maintains confidentiality of all department and personnel matters;

2. Driving.

- a. 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.

- a. 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.

Program Evaluation, Analysis and Feedback: Participates in periodic assessment of departmental programs and/or changing needs. 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 two years of progressively responsible experience in pupil transportation or driver instruction, routing, or dispatching. (Driving experience in lieu of

progressively responsible experience). Safe Driving record and no at fault accidents or incidents for 2-years while driving school bus.

- Be willing to present to large groups and develop training skills for one on one training.
- Be willing to learn 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.
- Ability to work both independently and cooperatively.
- Ability to make decisions and operate efficiently under pressure within short time constraints.
- 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 the ability to obtain, and maintain an "Oregon Behind the Wheel Instructor Certificate" and appropriate licensing endorsements. (This position will be paid at the route driver level of pay until receipt of Behind the Wheel certification. This position is paid at a split level (part Level E and part Level F), depending on assigned duties.

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:**

- Prior school bus driving experience of two years.
- Able to attain Core instructor and qualification.
- Bilingual and bicultural skills.
- Able to attain a "Third Party Tester" certification from DMV (active or inactive).

**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.
- 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.
- 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.
- While performing the duties of this job, the employee could be working in poor weather conditions, including rain, snow, wind and cold.