

Transportation Driver Trainer

Purpose Statement:

This position Driver Trainer is done for the purpose/s of providing behind the wheel training and addressing school bus regulations/safety procedures; identifying training requirements for both new and experienced drivers; providing the required retraining; conducting driver training classes for new hires; evaluating bus drivers' knowledge and skills; maintaining required documentation for audit in compliance with state certification purposes and meeting district/state/federal requirements; and investigating district employee accidents.

Essential Functions

- **Provides** classroom instruction and behind the wheel training to transportation employees new to the Puyallup School District for the purpose of developing new staff.
- **Conducts** annual behind the wheel training and evaluation of all contracted and substitute drivers for the purpose of compliance with state school bus driving regulations and safety procedures.
- **Identifies** areas where refresher training is needed for drivers for the purpose of demonstrating deficiencies in specific driving skills.
- **Schedules, prepares, and conducts** driver retraining when needed for the purpose of correcting deficiencies in driving skills.
- **Investigates** all accidents for the purpose of reporting findings to appropriate District staff members and local authorities.
- **Assesses** potential emergency situations for the purpose of taking appropriate action to protect the wellbeing of students and drivers.
- **Assists** students and other passengers for the purpose of providing safe loading and unloading from buses, including both emergency situations and normal transportation.
- **Ensures** that all drivers' documentation and certification are updated and current for the purpose of complying with state requirements.
- **Directs** drivers and students regarding safety for the purpose of enforcing policies, regulations, laws, and safety.
- **Informs** school personnel and the public of practices and incidents (e.g., policies, regulations, laws, procedures) for the purpose of providing information for follow-up action and/or proper procedures.
- **Maintains** files for the purpose of providing documentation for audit purposes and meeting district, state, and federal requirements.
- **Performs** ride along checks for the purpose of assessing driver's performance to ensure that basic skill levels are met and are in compliance with state certification requirements.
- **Prepares** and maintains training records and schedules for all drivers---new and experienced for the purpose of compliance with state and federal certification requirements.
- **Evaluates** bus stops for potential bus stops for safety reasons.

- **Supervises** bus drivers and attendants for the purpose of carrying out objectives relative to driving skills, safety, student management, pre-/post-trip inspections, etc.
- **Conducts** required emergency exit drills at all school locations, when needed for the purpose of assuring safe transportation for PSD students.
- **Serves** on the district's Safety Advisory Committee (SAC) that receives, evaluates, and considers safe walking routes for students and bus stop requests.
- **Supports** quarterly random drug testing preparation and facilitation alongside transportation supervisors and/or administrators.
- **Plans**, facilitates, and presents monthly professional learning/training for bus drivers.

Other Functions

- **Performs** related duties that are consistent with the job description and employee assignment.
- **Performs** functions of a school bus driver for the purpose of filling the position as needed (e.g., vacations, illness, etc.).
- **Assists** with responses to bus stop requests in coordination with the transportation leadership.
- **Assists** with assessing student needs, providing support with ordering, and fitting special equipment and/or evaluating safety of any special equipment such as wheelchairs for safe transport.
- **Assists** other personnel as may be required for the purpose of supporting them in the completion of their work activities.

Job Requirements – Minimum Qualifications:

Skills, Knowledge and/or Abilities Required:

- Skills to operate school buses, vans in a safe manner
- Ability to communicate effectively
- Ability to evaluate schedule and meet deadlines
- Ability to plan and organize activities
- Knowledge of vehicle operation
- Knowledge of basic maintenance requirements
- Knowledge of computers and computer application software
- Ability to use Microsoft Office (excel, word, and outlook)
- Ability to take initiative, work independently, and effectively manage multiple projects with conflicting deadlines and/or priorities
- Ability to learn new software programs quickly
- Knowledge of or ability to learn safety standards, laws, regulations, policies, and procedures related to pupil transportation
- Ability to read, interpret and update maps
- Ability to communicate effectively orally and in writing
- Knowledge of effective training techniques
- Ability to attend to detail and accuracy
- Ability to follow tasks through to completion
- Ability to remain flexible and work effectively under pressure
- Ability to establish and maintain effective working relationships with co-workers and clients
- Strong skills in problem resolution
- Ability to interpret technical data to non-technical staff

Education - High School Diploma or equivalent

Experience - Prior related experience, preferably in a school district and/or instructional setting and knowledge of Traversa or Zonar software desirable.

Working Environment:

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally, the job requires 40% sitting, 30% walking, and 30% standing. The job is performed under some hazardous conditions and in varying atmospheric conditions.

Required Testing

Successful completion of required tests
Drug Test Clearance

Certificates & Licenses

Valid Washington Class B School Bus Driver's License with Passenger Endorsement and without Air Brake Restriction
CPR/First Aid Certificate
School Bus Driver's Certificate
School Bus Driver Instructor's Certificate

Continuing Educ./Training

None

Clearances

Criminal Justice Fingerprint/Background Clearance