

LYON COUNTY SCHOOL DISTRICT

Transportation Bus Driver Trainer

Job Group: Transportation

Classification: Classified

Terms of Employment: Pay Grade 26 on the Classified Staff Salary Schedule

FLSA STATUS: NON-EXEMPT

POSITION SUMMARY:

Under the general direction of the Transportation Manager or designee; plans, designs, develops, manages, coordinates, and conducts training program activities using a variety of training methods and instructional materials, equipment, and techniques to ensure quality control in the assigned training area.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Oversees training activities of transportation staff.
2. Trains new bus drivers in correct and safe driving procedures and safe driving practices.
3. Orients new drivers to district personnel and transportation policies and procedures. New hire paperwork.
4. Performs observations or help evaluations of driver performance and utilization of correct and safe driving practices. Helps with yearly evacuation drills.
5. Maintains instructional design standards for professional development to align with industry standards.
6. Designs, develops, and conducts training programs using written materials, multimedia presentations, virtual format, specialized equipment, technical procedures, hands-on demonstrations, and technical software.
7. Develops and implements comprehensive job-related training procedures.
8. Confers with Lyon County School District administrators, subject matter experts, and other District personnel to identify training needs, goals, and best practices.
9. Conducts on-site visits to determine implementation, staff progress, and effectiveness of training activities.
10. Develops criteria to measure and maintain quality assurance; implements and oversees quality control procedures.
11. Researches federal, state, and local regulations to develop required training and maintains records to ensure compliance.
12. Compiles and maintains computer databases to track training program participants and for statistical data reporting.
13. Works with the Transportation Supervisor to develop, write, and maintain department handbooks.
14. Works with the Transportation Supervisor to schedule and develop annual transportation in-service training.
15. Conducts in-depth evaluations regarding training results.
16. Assists Transportation Area Lead with state mandated school bus evacuation drills.
17. Oversees the activities of Alternate Driver Trainers while performing training activities.
18. May provide input in the preparation of department newsletter with respect to department training.
19. May provide input regarding the purchase and performance of supplies, equipment, and services for the purpose of support staff training.
20. Provides input for the evaluation of assigned staff.
21. Monitors and advises department administration and drivers regarding changes to the local, state, and federal rules and regulations that pertain to driving school buses and transporting students.
22. Participates as a liaison with the Department of Education to ensure implementation of and compliance with the State of Nevada School Bus Driver Training Handbook.
23. Ensures that all school bus drivers pass and maintain their annual School Bus Driver Certification through the Department of Education.
24. Reviews accident/incident reports and problems associated with bus operations, student management and

- customer service and makes corresponding training recommendations.
25. Conforms to safety standards as prescribed.
 26. May be required to, as needed, drive routes, field trips, or any other duty for which a need is identified and agreed upon with the Transportation Supervisor.
 27. Performs other tasks related to the position as assigned.

DISTINGUISHING CHARACTERISTICS:

Involves the research, development, implementation, and supervision of training programs, presentations, and materials for support staff personnel. Based on identified business purposes, night and weekends work schedules or on-call status may be required as well as filling in on route assignments.

KNOWLEDGE, SKILLS, AND ABILITIES (Position Expectations):

1. Knowledge of department methods, supplies, and equipment.
2. Knowledge of basic computer software applications such as Microsoft Word, Excel, and Access.
3. Ability to research and obtain training materials.
4. Ability to plan, organize, and deliver trainings to individuals and small and large groups.
5. Ability to interpret written and oral instructions.
6. Ability to supervise and evaluate employees.
7. Ability to plan and organize work and set priorities.
8. Ability to communicate effectively both orally and in writing.
9. Ability to exercise judgment as to when to act independently and when to refer situations to an administrator.
10. Ability to work cooperatively with employees, students, vendors, and the public.
11. Knowledge of and experience in adult learning theory and instructional design.
12. Ability to create and deliver presentations using software such as Microsoft PowerPoint and Publisher.
13. Ability to present using a virtual format.
14. Ability to create lesson plans.
15. Ability to design, develop, implement, and supervise training procedures, programs, methods, and techniques.
16. Ability to write reports relating to training evaluations.
17. Ability to work flexible hours or shifts.
18. Ability to recognize and report hazards and apply safe work methods.
19. Ability to appropriately handle stress and interact with others, including supervisors, coworkers, students, and the community.
20. Regular and consistent punctuality and attendance are essential functions of the job.
21. Possess physical and mental stamina commensurate with the responsibilities of the position.

POSITION REQUIREMENTS:

Education, Training, and Experience:

1. High school graduation or other equivalent, (i.e., GED, college, technical, or trade school, foreign equivalency, etc.).
2. Five (5) years' experience as a school bus driver.
3. Three (3) years' experience as a certified Bus Driver Trainer preferred,
4. One (1) year demonstrated experience proficiently working with computer systems and software, (i.e., Microsoft Office to include Word, Excel, PowerPoint, Access, and/or Publisher; web-based applications; etc.).
5. Safe driving record. Must be maintained for the duration of the assignment.

Licenses and Certificates:

1. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada. License must be maintained for the duration of the assignment.
2. A Nevada Class A or B Commercial Driver's License with required endorsements that allow applicant/employee to operate a school bus or Class B commercial vehicle.

3. Valid Driver Trainer Certification issued by the Nevada Department of Education. Certification must be maintained for the duration of the assignment. Applicants who do not already possess a Driver Trainer Certification must submit the required certification prior to being placed in the application pool for this position.
4. Copy of current driving history issued by the Department of Motor Vehicles at time of application and at time of interview prior to final selection.

Preferred Qualifications:

1. Two (2) years supervisory experience.
2. Experience in conducting formal training programs.
3. Completion of professional training courses and/or seminars related to the position.
4. Experience in developing and delivering virtual training.
5. American Red Cross CPR-AED/First Aid.
6. Certified Handle with Care Instructor. If not certified, must become certified within one (1) year of assignment and must maintain it during the duration of job assignment.

DOCUMENT(S) REQUIRED AT TIME OF APPLICATION:

1. High school transcript or other equivalent, (i.e., GED, college, technical, or trade school transcript, foreign equivalency, etc.).
2. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.
3. Nevada Class A or B Commercial Driver's License with required endorsements that allows applicant/employee to operate a school bus or Class A or B commercial vehicle
4. Copy of current driving history issued by the Department of Motor Vehicles.
5. Specific documented evidence of training and experience to satisfy qualifications.

EXAMPLES OF ASSIGNED WORK AREAS:

Travel to and from Lyon County School District facilities and schools (classrooms, restrooms, gymnasiums, locker rooms, offices, playgrounds, athletic fields), computer labs, trade shops, maintenance yards, buses, motor vehicles, work sites, conference rooms, parking lots, garage areas, etc.

WORK ENVIRONMENT:

Strength: Exert force to 50-150 lbs., occasionally; 25-50 lbs., frequently; and up to 25 lbs., constantly.

Gripping/Grasping: Must possess sufficient physical strength and power grasp to properly secure straps when securing special equipment and/or students. Must have sufficient grasp to maintain control of steering a commercial vehicle. (Federal Motor Carrier Safety Regulations 391 - a person shall not drive a commercial motor vehicle with an impairment of a hand or finger which interferes with prehension or power grasping.)

Pushing/Pulling: up to 150-175 lbs., transitioning of student(s) in wheelchairs on/off the bus.

Physical Demands: Occasional balancing, lying on back/stomach, and crawling. Frequent standing, walking, climbing, pushing, pulling, bending, twisting, kneeling, stooping, crouching, reaching, handling, and repetitive fine motor activities. Requires sitting for long periods of time. Walking - up to 500 feet at any one occurrence without rest. Climb steps and curbing constantly. Neck Motion - Continuous neck motion and flexion is performed throughout the work shift. Vision: Frequent near and far acuity, depth perception, focal length change, color vision, and peripheral vision. Hearing/Vision - Constant looking and listening to identify hazards and/or emergency vehicles far enough in advance to react. Hearing and speech to communicate in person, over the telephone, or by two-way radio.

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

Hazards: Furniture, playground/office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment, and machinery (as related to specific assignment).

EXAMPLES OF EQUIPMENT/SUPPLIES USED TO PERFORM TASKS:

District-issued/personal vehicles, various motor vehicles, buses, computers, hand trucks, computers, multimedia equipment, flip charts, overhead projectors, LCD panels, electronic white boards, TV/VCR/DVD, video conferencing equipment, microphones, wireless connectivity, telephones, fax machines, laser pointers, etc.

PHYSICAL CAPACITY REQUIREMENTS FOR POSITION

(Mark with an X, leave blank where not applicable)

ESSENTIAL FUNCTION	LESS THAN 25% OF TIME	25% TO 49% OF TIME	50% TO 74% OF TIME	75% TO 100% OF TIME
Sitting			X	
Standing			X	
Walking			X	
Bending/Stooping/ Squatting/Twisting		X		
Crawling		X		
Kneeling		X		
Reaching above of body		X		
Reaching away from body			X	
Climbing Stairs			X	
Climbing while working (ladder, stools, roofs, poles)	X			
Balancing	X			
Lifting &/Or Carrying objects:				
50 Pounds or 1/3 Bodyweight	X			
Pushing	X			
Pulling	X			
Grasping/ Gripping			X	
Handling				
Applying Torque (arms)			X	
Fine Manipulation	X			
Repetitive Work				X
Weight Bearings	X			
Typing, Keyboarding, or Entering Data	X			
Computer Monitor/ CRT	X			
Driving a Vehicle				X
Working Alone			X	
Operating Machinery or Equipment:				
Heavy Equipment				X
Vibrating Equipment				
Power Tools				
Machine/Electrical Hazards				
Ladders ≥ 6 Feet	X			
Personal Protective Equipment	X			
Respirator Use				
Work Conditions:				
High Noises			X	
Heights	X			
Confined Spaces	X			
Heat Stress				X
Cold Stress				X
UV Exposure				X
Hazardous Chemical/Waste	X			
>8 Hrs Day	X			

Overtime/Irregular Hrs	X			
Senses:				
Eyes				X
Visually Demanding Work				X
Near Vision				X
Far Vision				X
Depth Perception				X
Basic Color Discrimination				X
Hearing Protection	X			
Speech Discrimination	X			
Audio Alarms				X
Ability to Smell				X

Equal Opportunity Employer

The Lyon County School District is an equal opportunity employer and will not knowingly discriminate in any area of employment. Those include discriminatory recruiting and hiring practices against any United States citizen or legal alien on the basis of race, color, creed, religion, sex, age, marital status, national or ethnic origin, disability, or any other protected class and shall extend to working conditions, training, promotion, and terms and conditions of employment.

Individuals with a disability who require reasonable accommodation(s) during any step of the screening process or who have questions about qualifications should notify a representative in Human Resources. Notification may be made in person, in writing, or by calling: (775) 463-6800.

I have read and understand the requirements of my job.

Employee Signature: _____ Date: _____

Administrator/Management Signature: _____ Date: _____