



SERVICE WORKER

BUS DRIVER TRAINER

JOB DESCRIPTION

JOB TITLE: Service Worker - Bus Driver Trainer
REPORTS TO: Supervisor of Transportation
LOCATION: Education Support Services

FLSA STATUS: Non-Exempt
PAY GRADE: CLS-10
DAYS: 215
JOB ID & DATE: CLS-61, October 2023

JOB PURPOSE SUMMARY

The School Bus Driver Trainer is responsible for providing training and guidance to school bus drivers, ensuring they meet the highest safety and performance standards. This role plays a critical part in enhancing the skills and knowledge of drivers to ensure the safe transportation of students. The Bus Driver Trainer may be used as a substitute driver or for field-trips and other routes not assigned to a bus driver.

REQUIREMENTS

Education Level Details

High School Diploma or GED

License / Certification Required

Drivers license with no more than 8 points in 3 years.

Hold or ability to obtain, and maintain, a CDL Class B license with P2S Endorsement
DOT medical card, First Aid and CPR certification.

Work Experience Required

Transportation experience required

Other Skills and Abilities Required

Strong communication skills for effective training, including knowledge of Colorado-specific regulations.
In-depth knowledge of Colorado school bus safety regulations and procedures.
Patience and the ability to work well with diverse groups of drivers.
Excellent organizational and time management skills.

KEY FUNCTIONS, ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential Duties

- Transport passengers to and from destination in a safe manner.
- Oversee well being of students. Monitor health care issues of passengers with mental, physical and health concerns including seizures, feeding tubes and oxygen.
- Load and unload passengers according to guidelines. Maneuver wheelchairs on ramps, curbs and inside the bus. Secure passengers, wheelchairs and properly fasten all protective safety devices, car seats, lap belts and t-straps.

- Work in situations such as inclement weather, upset parents, road construction and mountain terrain.
- Conduct classroom and behind-the-wheel training for school bus drivers in Colorado, covering safety protocols, route navigation, vehicle operation, and emergency procedures, while ensuring compliance with Colorado regulations.
- Develop and maintain training materials, manuals, and resources tailored to Colorado-specific requirements, ensuring up-to-date training content.
- Assess and evaluate the performance of bus drivers during training sessions, providing feedback and guidance for improvement, with a focus on safety concerns.
- Schedule and coordinate training sessions to accommodate Colorado driver availability and ensure compliance with ongoing Colorado-specific training requirements.
- Stay informed about changes in Colorado school bus safety regulations and communicate these changes to Colorado drivers effectively.
- Collaborate with school administration and the transportation department to address any safety or performance concerns.
- Maintain accurate records of training sessions, certifications, and Colorado driver performance evaluations.
- Serve as a mentor and resource for new school bus drivers, assisting them in adapting to their roles while emphasizing specific regulations.

Other

- Perform other job-related duties as assigned

SUPERVISORY RESPONSIBILITIES

This position may involve overseeing the training progress and performance of school bus drivers

PHYSICAL REQUIREMENTS/WORKING CONDITIONS

The physical demands, work environment factors and mental functions described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Physical Demands: While performing the duties of this job, the employee is occasionally required to stand, climb or balance, stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 40 pounds.

Work Environment: While performing the duties of this job, the employee will work primarily in training facilities and school transportation depots. Required to drive a bus in various Colorado weather conditions, including warm and cold weather, snow, sleet, hail, and rain. The employee

may be required to work evenings and weekends during enrollment/registration periods and attend specific events where community members are in attendance.

Mental Functions: While performing the duties of this job, the employee is regularly required to communicate, compare, analyze, coordinate, instruct, evaluate, and use interpersonal skills. Occasionally required to compile, copy, compute and negotiate.

Employee Printed Name: _____ Employee ID Number: _____
Signature: _____ Date: _____