

SCHOOL DISTRICT 27J
CLASSIFIED POSITION JOB DESCRIPTION

Job Title: Driver/Trainer
Date Prepared or Last Modified: November 16, 2022
Work Year: 9 Months
Department: Transportation
Reports to: Transportation Supervisors

SUMMARY Under the direction of the Transportation Supervisors, provide and direct comprehensive safety and training programs for Bus Drivers, Transportation Paraprofessionals, and drivers of small vehicles.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- D 38% Perform duties as a bus driver as needed.

- W/M/D 28% Coordinate, train, and monitor both CDL and Non CDL Bus Drivers, bus routes, and student stops for efficiency and safety. Make recommendations for changes to the Transportation Supervisors, Coordinators, or Director. Train new district employees to obtain a CDL to drive a school bus in accordance with the newly adopted federal/ state ELDT training program and train in all areas to support their position in servicing special needs student. Train district employees per the State of Colorado to obtain a Small Vehicle certificate to transport students for district events..

- M/W 10% Assist with the development and instruction of the training and safety programs to include Positive Behavior Intervention Support (PBIS).

- M/W 7% Prepare Driver assessments in the area of driving skills and provide instruction regarding safe and efficient driving techniques and federal guidelines.

- M/W/D 2% Maintain and update all records needed for Transportation Supervisors for department review for CDE and EDLT.

- M 2% Assist and monitor school bus emergency evacuation drills and extended training as needed.

- M/D/W 5% Provide ongoing coaching to support Board, federal, state, and local laws, policies, and policies.

- A/W 1% Attend all meetings and training sessions including all in-services and first aid, CPR classes that are required by the District and state. Check TMS weekly; turn in edit for missed punches/leave slips, notify TMS Manager/Director of shortage or overage on weekly hours in order to meet required hours for the week and ensure unapproved overtime is not accrued. Maintain CDL License which includes keeping DOT Physical current to ensure in compliance with all state and federal regulations. Must keep EDLT Certificate current every 3 years per Colorado Department of Education.

- M 6% Represent district Transportation Department at various events to promote bus safety and build relationships with students, parents and community

- D 1% Perform other duties as assigned.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND TRAINING High School diploma or equivalent, plus specialized courses required to receive state certifications as a Driver Trainer for school bus drivers.

EXPERIENCE 4+ years of experience in pupil transportation and school bus operations. Must have 3 complete years of Driver Trainer courses provided by CDE. Successful completion of ELDT course with State Certification and be able to maintain every 3 years as required by CDE. Hands on experience preferred.

SKILLS, KNOWLEDGE, & EQUIPMENT Communication, interpersonal, training, passenger behavior management, and safe operation of school transportation vehicle skills. Basic knowledge of mechanical operation of vehicles. Knowledge of transportation and federal laws, rules and regulations. Ability to work with students and students with special needs. Ability to assess skills and train students and adults. Operating knowledge of wheelchair lifts, tie downs, and other adaptive equipment;; audio/visual training equipment; various school transportation vehicles; and evaluation and testing equipment. Knowledge of interpreting policies/procedures, working with students and adults and general office skills. Knowledge related to general office skills, including working knowledge of Google Docs, Slides and Spreadsheet. Have the ability make independent decisions and judgments to resolve issues. Must have good customer service skills.

CERTIFICATES, LICENSES, & REGISTRATIONS: Must be twenty-one years of age, and be able to obtain commercial license (CDL) "B" with P and S endorsement. First Aid and CPR certifications within 90 days of hire, CDE certification (minimum of 3 years) in the Driver Trainer program.

SUPERVISION/TECHNICAL RESPONSIBILITY: This position has no direct supervisory responsibilities; however, carries out operational support to the Transportation Supervisors and staff by delivery of a training program for Bus Drivers, Paraprofessionals, and other district personnel. Also act as a resource for Bus Drivers and Transportation Paraprofessionals by providing training and updates that pertain to CDE and federal regulations and maintains and provides appropriate reports and data.

JUDGMENT AND DECISION MAKING: Work is assigned by the Transportation Supervisors. This position requires application of Colorado Department of Education, district, Board, and departmental policies, procedures and laws to properly assess training needs of drivers, to train individuals to drive buses safely, and to properly assess driver's performances on the road. Decision making requires self motivation and independent thinking. Transportation Supervisors and Coordinators are involved in major decision making.

DIVERSITY OF DUTIES: Requires cross training in training and testing; Colorado Department of Education, federal laws, district, Board, and department policies, procedures, and laws related to transporting students; dispatching; scheduling; CPR/First Aid; evaluation; problem solving; student management; basic mechanics; and communication skills.

SAFETY TO SELF AND OTHERS: Medium exposure to bruises, cuts, heat burns, fractured bones, loss of limb/sight, disfigurement, or fatality due to traffic accidents. Low exposure to self to chemical burns due to batteries, to hernia due to lifting wheelchairs and students, to disease due to cleaning up body fluids, and to repetitive motion/stress injuries due to driving. May also expose passengers and other drivers to injuries if a person in this position does not operate a school bus safely and if a person in this position fails to train drivers accurately and thoroughly.

The physical demands, work environment factors, and mental functions described below 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 these essential functions.

PHYSICAL DEMANDS: While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, sit, reach with hands and arms, climb or balance, and taste and/or smell. The employee is occasionally required to use hands to finger, handle, or feel and stoop, kneel, crouch, or crawl. The employee may frequently lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, ability to drive dusk to dawn and ability to adjust focus.

WORK ENVIRONMENT: While performing the duties of this job, the employee is regularly exposed to moving mechanical parts, fumes or airborne particles, outside weather conditions, and vibration. The level of noise in the work environment is usually loud.

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