

LYON COUNTY SCHOOL DISTRICT

Transportation Alternate Driver Trainer

Job Group: Transportation

Classification: Classified

Terms of Employment: Pay Grade 26 on the Classified Staff Salary Schedule when performing training duties.

FLSA STATUS: NON-EXEMPT

POSITION SUMMARY: Under the general direction of the Lead Driver Trainer when performing training duties. Under the immediate supervision of the Area Lead, or designee. Assist in training new applicants, retraining current drivers, may observe drivers and special needs aides, substituting for drivers on all routes and may serve as the backup person for Area Lead district wide.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

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

1. Train new drivers a minimum of sixty (60) hours of instruction including twenty (20) hours of classroom and forty (40) hours behind the wheel.
2. Trains new bus drivers in correct and safe driving practices, in accordance with FMCSA, DOT, and The Nevada Department of Education.
3. Assists in orienting new drivers to district personnel, transportation policies and procedures.
4. Performs observations, help coordinate assessment of driver performance and utilization of correct and safe driving practices and student management.
5. Observation of drivers at the request of supervisor. Observation to include student management, driving, pre-trip and evacuation drills. May also include skills assessment.
6. Responsible for completing necessary training paperwork for each driver trainee processed.
7. Night, weekends, and summer work schedules or on-call status may be required.
8. Responsible for driving assigned route.
9. Trains new trip drivers in field trip procedures and required field trip paperwork as requested.
10. Re-trains existing Bus Drivers and Transportation Para Professionals who have documented job performance deficiencies at the request of Lead Driver Trainer.
11. Assists in Trouble shooting routes and making special evaluations in any area of concern.
12. Supports drivers in answering questions and/or resolving problems that occur when the Area Lead is unavailable.
13. Available to all transportation attendance areas as needed to cover driver shortages or the Leads duties.
14. Keep the immediate supervisor and area Mechanic(s) informed of any mechanical problems with any vehicles.
15. Perform minor vehicle maintenance (i.e. fueling, tire pressure, oil, water, and transmission checks).
16. Pre and post-trip vehicles.
17. May be required to drive routes, field trips, or any other duty for which a need is identified and agreed upon with the Transportation Supervisor.
18. Assists Lead Driver Trainer in researching and developing new training programs for transportation staff.
19. Assists Area Leads with paperwork, filing, student misconduct investigations, and maintaining area Treker data.
20. Performs other tasks related to the position as assigned.

DISTINGUISHING CHARACTERISTICS: May be involved in the research, development, implementation, and supervision of training programs, presentations, and materials for support staff personnel. Based on identified business purposes, night, weekends, and summer 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 training to individuals and small and large groups.
5. Ability to interpret written and oral instructions.
6. Ability to oversee and assess 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 operate a two-way radio.
18. Ability to work flexible hours or shifts.
19. Ability to recognize and report hazards and apply safe work methods.
20. Possess physical and mental stamina commensurate with the responsibilities of the position.
21. Knowledge of rules, regulations, and practices of transportation and workplace safety.
22. Driving techniques including knowledge of vehicle maneuverability, road and traffic signs, signals, and markings.
23. Nevada traffic laws for motor vehicle regulations as outlined in the Nevada Manual for Motorists, Nevada School Bus Driver Training Manual, U.S. CDS Driver's Manual, and Lyon County School District Transportation Policies and Handbook.
24. Have adequate hearing in both ears; meeting federally mandated requirements.
25. Have vision which meets mandated requirements without glasses or with corrective glasses or lenses.
26. Have depth perception which meets CDL requirements.
27. Be free from mental or physical problems that may interfere with safe driving.
28. Possess full and moral use of both hands and arms and both legs and feet.
29. Abstain from the use of medication which may impair ability to drive.
30. Have blood pressure which does not exceed federally mandated requirements.
31. Meet all other Federal Department of Transportation physical requirements.

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. Three (3) years experience as a school bus driver.
3. Applicant must not have either of the following :
 - a. Convictions for a moving violation while driving a school bus for which at fault or which could have been prevented; or
 - b. Records of involvement in an accident while driving a school bus for which at fault or which could have been prevented
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 Nevada Class B Commercial Driver's License with required endorsements that allow applicant/employee to operate a school bus or Class A commercial vehicle. License must be maintained for the duration of the assignment.
2. 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]. Driver Trainer Certification must be obtained within five (5) months of hire date, or when LCSD can schedule your training.
3. 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.
4. A valid copy of Department of Transportation Physical Examination Certification, indicating that the employee is physically qualified to operate a school bus in accordance with FMCSR 391. Must maintain a valid certified physical for the duration of the assignment.
- 5.
7. 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.
8. Current Cardiopulmonary Resuscitation (CPR)/Automated External Defibrillator (AED) certificate from the American Heart Association, American Red Cross, or other similar organization. Certification must be maintained for the duration of the assignment. Certification training must be in-person and include a hands-on component. Online courses will not be accepted

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 trainings.
5. American Red Cross CPR-AED/First Aid certified instructor.
6. Handle with Care (HWC) instructor.

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 B Commercial Driver's License with required endorsements that allows applicant/employee to operate a school bus or Class A Commercial Driver's License with required endorsements.
4. Copy of current driving history issued by the Department of Motor Vehicles.
- 5.

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)

<i>ESSENTIAL FUNCTION</i>	<i>LESS THAN 25% OF TIME</i>	<i>25% TO 49% OF TIME</i>	<i>50% TO 74% OF TIME</i>	<i>75% TO 100% OF TIME</i>
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:	X			
50 Pounds or 1/3 Bodyweight	X			
Pushing		X		
Pulling		X		
Grasping/ Gripping		X		
Handling		X		
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:		X		
Heavy Equipment		X		
Vibrating Equipment		X		
Power Tools	X			
Machine/Electrical Hazards	X			
Ladders ≥ 6 Feet	X			
Personal Protective Equipment	X			
Respirator Use	X			
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: _____