



South Lane School District

Job Description

Job Title: School Bus Driver Trainer
Assignment: Transportation Department
Reports To: Transportation Supervisor
Evaluated By: Transportation Supervisor

JOB SUMMARY

The Bus Driver Trainer works under limited supervision to ensure bus driver training for District drivers and drivers in training. The Bus Driver Trainer assists the Transportation Supervisor with ongoing training of drivers and in assessing driver performance.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other related duties may be assigned.

1. Operates school bus in accordance with state laws and district policies.
 2. Possess or show the ability to obtain an Oregon State Certified Driver Trainer Certificate.
 3. Train prospective drivers as assigned by the Transportation Supervisor.
 4. Participate in accident investigation as directed by the Transportation Supervisor.
 5. Conduct retraining of employees as directed by the Transportation Supervisor.
 6. Assist with department trainings as directed by the Transportation Supervisor.
 7. Maintains confidentiality of privileged information.
 8. Documents all training activities.
 9. Attends all driver tests with trainee.
 10. Evaluates and reports to Transportation Supervisor the progress of each trainee. Makes a recommendation to the Transportation Supervisor concerning employment of trainee.
 11. Maintains appropriate certifications and training hours as required.
 12. Attends work regularly and is punctual.
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MARGINAL DUTIES AND RESPONSIBILITIES

Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other related duties may be assigned.

1. Conducts fleet inspections as assigned by the Transportation Supervisor.
 2. Maintains all records required in a neat and accurate manner.
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SUPERVISORY RESPONSIBILITIES

All school employees have some responsibility for supervising students and assisting in maintaining a safe environment. Will also attend staff discipline meetings as requested by the Transportation Supervisor or employee.

QUALIFICATIONS

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.

1. **Education and/or Experience:** High school diploma or General Education Diploma (GED). Recommendation from Transportation Supervisor. A minimum of six years of experience as a school bus driver.
2. **Certificates, Licenses, Registrations:** Certificates as determined by the District and as required for school bus drivers.
3. **Interpersonal Skills:** Works well with others from diverse backgrounds. Demonstrate the ability to train, interact and communicate with potential employees and Department members. Creates a safe and welcoming atmosphere for students and staff.
4. **Language Skills:** Ability to communicate fluently verbally and in writing in English. Ability to read and interpret documents such as safety rules and operating instructions and procedure manuals. Keep accurate training records.
5. **Mathematical Skills:** Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals.
6. **Reasoning Ability:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, schedule or diagram form. Able to work with little supervision.
7. **Computer Skills:** General knowledge of computer usage and ability to use e-mail.
8. **Other Skills and Abilities:** Maintains an acceptable attendance record and is not tardy. Training duties may require work hours outside a “typical” shift.

PHYSICAL DEMANDS

The physical demands described here 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 the essential functions.

While performing the duties of this job, the employee is regularly required to talk, see and hear. The employee is frequently required to walk; stand; sit and use hand and feet to operate a school bus. The employee is occasionally required to lift, carry and move work related supplies and equipment or students in the event of an emergency bus evacuation. The employee must be physically able to perform all duties related to processing a Commercial Driver License.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate and may be affected by unpredictable, disruptive and/or unruly student behavior. Engine noise will vary from bus to bus. The employee may occasionally be required to wear protective clothing (typically gloves) and use safety equipment. Employees may be exposed to blood-borne pathogens, body fluids, communicable diseases, adverse

weather conditions and temperature extremes. Employees have the potential to be exposed to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises and odors. Duties may require work hours outside a “typical” shift. Training may occur late evenings or weekends. Duties will also include working under time constraints to meet deadlines.

OTHER

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable, pursuant to Collective Bargaining Agreement.

Prepared By: CLASS Committee
Reviewed By: SLSD School Board

Prepared Date: March 2014
Review Date: June 2014

I have read and understand this job description.

Signature:

Date:
