

TITLE OF POSITION: Driver Trainer
CLASSIFICATION: Transportation
LOCATION: Bus Garage
SUPERVISOR: Director of Transportation
SALARY RANGE: Placement on Classified Salary Schedule

GENERAL DESCRIPTION:

Assist the director of transportation in performing a variety of training/safety tasks related to the safe and efficient transportation of regular and special education students. These tasks will include: assisting in daily operations, training and safety activities.

DUTIES AND RESPONSIBILITIES:

1. Assist in conducting and administering school bus driver Type II training programs which meet/exceed established standards to insure driver competency.
2. Assist in maintaining a standardized record keeping and reporting system for all school bus driver and Type II training.
3. Assist in securing appropriate driving abstract, background checks, references and certification for all new/renewal bus driver certificates and advise denial of certification to those persons whose abstract reveals convictions or forfeitures for violations not acceptable in accordance with **Washington State law**.
4. Assist in insuring that all certified drivers are currently qualified to administer basic First Aid and CPR.
5. Assist in insuring that each bus driver has a current Washington State driver's license, properly endorsed with CDL/B/P1/ and S endorsement.
6. Assist in coordination of safety programs.
7. Assist in designing and administering training for special education bus assistants, including the testing of physical capabilities, certificates and background checks.
8. Keep support vehicles and trip buses clean, (washing, mopping, vacuuming).

9. Assist in dispatching.
10. Attend workshops and training sessions on new laws, procedures and strategies.
11. Meet drug screening and random testing requirements.

Each of the positions in the Transportation Department serves as one unit of the whole team, and as such, is subject to assignment to tasks in other areas within the classification.

QUALIFICATIONS:

1. A high school education or the equivalent.
2. Must have current First Aid and CPR card.
3. Possess a valid Washington State Driver's License with CDL/B/P1 and S endorsements, and a minimum of 5 years driving experience.
4. Possess a valid Washington State Certified Driver Trainer endorsement, or willing and able to obtain this certification.
5. Have a current Washington State Department of Transportation physical examination.
6. Possess computer skills required for entry of transportation data.
7. Possess demonstrated ability to work effectively under pressure.
8. Possess demonstrated aptitude or competence for assigned responsibilities.
9. Demonstrate proficiency in "reference point" driving skills course.
10. Must be able to maintain good rapport with students, staff, and the public.
11. Must be able to work in a team setting.