Job Description
MOORE PUBLIC SCHOOLS

Job Title: **Transportation Trainer**

Qualifications:

Credentials: Class A or B CDL with P and S endorsements and no air brake restriction. Must have (or obtain within 3 months) the SDE School Bus Instructor Certificate.

Education: High school, GED or equivalent experience is required in lieu of high school degree.

Training or Experience Required: At least three years of experience driving a school bus preferred.

Special Skills, Knowledge, Abilities:

Communication Skills (oral, written, or business): Basic communication skills to exchange information, give/receive instructions and respond to inquiries. Must be able to train staff members effectively. Includes filling out forms.

Data Recording/Record Keeping: Performs simple data recording/record keeping operations.

Ability to use computer and computer related programs and other technologies needed to perform essential job functions.

Reading and Interpreting: Reads and interprets routine written or printed materials such as safety policies, diagrams, maps, schedules or instruction material.

Must have an acceptable motor vehicle driving record and pass any tests that are job related and required by the District. Must be familiar with safety regulations.

Site: **Transportation Department**

Reports To: **Director of Transportation**

Job Goal (Purpose of Position): Under general supervision of the Director of Transportation, the incumbent of this position trains bus drivers and assistants, to include non-transportation employees (coaches, teachers, etc.). Responsible for ensuring all materials covered during the training process meet Federal, State and District requirements.

Contact with Others: An incumbent in this position has regular contact with staff and district employees. Job requires interpreting and translating facts and information, explaining and advising drivers/passengers of the rules and potential outcomes.

Other Performance Measures:

Successful performance of the job requires people skills to train drivers how to deal with difficult situations, control unruly and often difficult passengers effectively while operating the bus and to resolve problems with parents. It requires knowledge of and training of drivers to follow safety guidelines and policies in order that passengers are transported to their destinations safely and that no harm comes to private/public property or equipment. It requires following school dress standards, being on time and being dependable, and handling other district requirements. Effective problem solving are important to prevent problems from occurring and to resolve them after they occur. Incumbents must be an effective trainer.

Essential Job Functions:

1. Provide comprehensive bus driver training to permit holders

2. Ensure all new drivers complete all Federal, State and District training requirements while preparing them for their CDL drive test.

3. Oversee SDE bus driver certification classes and online training.

4. Provide bus driver/assistant training for special education buses, including lift operation, wheelchairs, car seats, safety vests and emergency equipment

5. Keep appropriate records on all employees completing all required training and testing.

6. Performs Bus driver duties in emergency situations.

7. Assist Director in preparing and conducting State mandated Professional Development for all bus drivers.

8. Conduct post-accident training of drivers involved in preventable accidents.

9. Performs other duties as assigned by Director of Transportation.

10. Performs annual driver and bus assistant evaluations and evaluations of new drivers and assistants within their first 30 days of work.

Supervision exercised: No direct supervision. But may indirectly work with new Bus Drivers while in training.

Physical/Mental Requirements and Working Conditions: Must pass annual physical. Regularly required to stand, walk, sit and talk or hear. Occasionally required to reach with hands and arms and stoop, kneel, crouch or crawl. Occasionally lift and/or move up to 50 pounds.

These are the same working conditions as a bus driver while operating the bus and an administrative person while in training.

TERMS OF EMPLOYMENT:	260/261 Days
SALARY:	Category F on Transportation Scale
EVALUATION:	Performance of this job will be evaluated in accordance with Board Policy

Approved 08/14/2023