

Job Title: **Transportation Trainer**
Job Family: **Transportation**
Pay Program: **Classified**
Typical Work Year: **12 months**

Job Code: **1600**
FLSA Status: **Non-Exempt**
Shift Differential: **Yes**
Pay Range: **G17**

SUMMARY: Educate, train and maintain requirements and endorsements for Bus Drivers and Bus Assistants. Coordinate student management and handle transportation concerns from students, parents, school officials and the public. Provide input on driver performance. Investigate accidents. Set up recruiting to obtain prospective applicants. Coordinate and instruct drivers and assistants in school bus safety evacuation programs. Evaluate existing programs to improve and develop new training programs for staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *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.*

Job Tasks Descriptions	Frequency	% of Time
1. Set up and maintain new and existing driver training programs and maintain training records according to state, federal and District regulations. Instruct classes in standard First Aid, CPR, driving in adverse weather and mountain terrain, awareness, defensive driving, substance abuse, sexual harassment, child abuse and mandatory reporting, student management, blood born pathogens (BBP), safe clean up and prevention of disease transmission (Universal Precautions). Provide training and testing for school bus drivers, maintenance and mechanic workers to obtain commercial driver's license (CDL) and class B PS. Provide small vehicle training to coaches, teachers and transition drivers as required by CDE.	D	38%
2. Coordinate all levels of student management for transportation. Maintain student misconduct reports in databases and file copies. Type and mail copies to related schools. Monitor and maintain safety of bus stops and loading zones. Act as transportation liaison between drivers, parents, students and school staff in reference to student and/or driver behavior. Field phone calls pertaining to student management and driver complaints. Investigate allegations by conducting fact-finding interviews in cooperation with school staff regarding parent, student and/or driver concerns/complaints. Assist drivers and assistants with contacting parents. Counsel drivers on student management issues. Keep in close contact with school officials regarding behavior situations as well as parent and driver concerns. Maintain video surveillance program including viewing, education and maintenance of video cameras and materials. Attend IEP meetings as a Transportation Staff representative.	D	30%
3. Provide input to Transportation Manager/Director regarding student management and driver performance. Evaluate performance of all drivers during ride along sessions, including annual pre-trip for CDE certification.	D	8%
4. Instruct drivers, assistants and transition drivers on proper and safe usage of wheelchair lifts to include manual operations and proper procedure for applying safety restraints on wheelchairs as well as the placement of wheelchairs on the bus. Instruct the proper usage of car seats, lap belts, safety vests and any child restraint systems designed for the safe transportation of students. Instruct drivers and assistants on specific medical conditions and adaptations that may be required for safe transportation. Conduct in-home visits to evaluate students' health concerns and special needs. Instruct and assist drivers/assistants with evacuation plans on special needs and w/c students.	D/W	8%
5. Maintain hard copies of driver physical examinations and driver certifications per Colorado Department of Education (CDE). Obtain current motor vehicle records on all drivers. Input data into database regarding driver certifications, eligibility and expiration to meet federal, state and local requirements.	M	4%
6. Assist in other areas of the department such as driving routes as needed, attending to situations requiring assistance on routes and stops, assisting in the dispatch and scheduling office, monitoring the radio and receiving route calls.	M	3%

Job Tasks Descriptions	Frequency	% of Time
7. Investigate accidents; file required reports with the District and state. Input information on accidents into databases, take pictures and print photos of accidents. Set up documentation packets for Accident Advisory Review Committee (AARC). Retrain driver per recommendation of AARC. Maintain manuals for the use of AARC.	W	2%
8. Set up recruiting to obtain prospective applicants. Fill out and submit all necessary paperwork to Human Resources regarding the hiring of new drivers. Assist the Human Resources department with analyzing and completing reference checks of bus driver applications and review selections that are made. Make hiring recommendations to the Director of Transportation. Act as part of the interviewing team.	Q	1%
9. Set up, coordinate and input information into databases for all school bus evacuation drills to meet District and State requirements.	Q	1%
10. Set up, attend and answer questions at organized informational events. Attend positive behavior meetings at schools with drivers and school officials. Coordinate with operations on setup and exhibition, instruction and documentation of annual transportation in service as well as quarterly driver meetings as outlined by State and District regulations.	Q	1%
11. Assist with the development and coordination of the school bus road-e-o.	A	1%
12. Perform other job-related duties as assigned.	Ongoing	3%
	TOTAL =	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma or equivalent.
- Colorado Class B PS Commercial driver's license.
- Conflict resolution and How to Train training preferred.
- Completion of CDE workshop classes of DT 1-4 preferred.
- Three years of related experience.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- Must be 21 years old.
- Valid Colorado driver's license.
- A copy of an individual Motor Vehicle Record must be submitted at time of application.
- Valid commercial driver's license (CDL B PS) required.
- ELDT instructor certification required within 90 days after entering position.
- Successful Completion of a Department of Transportation (DOT) Physical required for hire.
- Current CPR and First Aid certifications.
- CPR and First Aid instructor certifications required within 12 months after entering position or as per department need.
- Valid Colorado State CDL testers' license required within 12 months after entering position or as per department need.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Customer service and public relations skills.
- Critical thinking and problem solving skills.
- Knowledge of and awareness of all age groups of students to effectively train in student management.
- Ability to safely and effectively operate a bus, van, truck and car.
- Ability to travel among district facilities.
- Ability to lead, train and work with others.
- Ability to maintain excellent attendance.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to manage multiple priorities.
- Ability to promote and follow Board of Education policies, District policies and building and department procedures.
- Ability to engage in effective communication, collaboration, and teamwork with individuals from diverse backgrounds, cultures, and perspectives, while demonstrating respect and appreciation for their differences.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.
- Ability to stay current with district policy, standards and training in the areas of data quality, data privacy, and cybersecurity with respect to student and staff data, and related information systems.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of District school buses and pool vehicles.
- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with Microsoft Word, Excel and Access.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.
- Operating knowledge of district information technology systems and any other department specific software and equipment

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Transportation Director	5010

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	Bus Driver	125	1602

- Responsible for planning, assigning, directing and guiding work; training employees; and addressing complaints and resolving problems.
- Responsible for assisting with interviewing, hiring and training employees and assisting with appraising performance.

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Maintain supplies, inventories and equipment.
- May initiate a requisition order.
- May manage monies to run a project or activity.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *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 the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk			X	
Sit			X	
Use hands and fingers to handle and/or feel		X		
Reach with hands and arms		X		
Climb or balance			X	
Stoop, kneel, crouch or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell		X		

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			X	
Up to 25 pounds		X		
Up to 50 pounds		X		
51 to 100 pounds		X		
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze			X	
Communicate				X
Copy		X		
Coordinate			X	
Instruct				X
Compute		X		
Synthesize	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Evaluate				X
Interpersonal Skills				X
Compile			X	
Negotiate		X		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts			X	
Work in high, precarious places	X			
Fumes or airborne particles			X	
Toxic or caustic chemicals		X		
Outdoor weather conditions			X	
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration			X	

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	