

DURANGO SCHOOL DISTRICT 9-R JOB DESCRIPTION

Job Title: Driver Trainer
Job Family: Transportation Services
Department: Transportation
Typical Work Year: 9.5 months

Pay Grade: Support Staff, Range 14
FLSA Status: Non-exempt
Prepared Date: July 1, 2015

SUMMARY: Ensure district drivers are in compliance with federal, state and local regulations and district policy by assisting in developing, implementing and performing training as well as conducting certification classes and testing district drivers and departmental staff. Fulfill all responsibilities of a bus driver when required.

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. Frequency of duties, percent of time and work year may vary based on departmental needs.*

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|---------|-----|--|
| D | 45% | Develop, plan, coordinate, implement, and document all aspects of training for school bus drivers, and district drivers to maintain compliance with federal, state, and District regulations. Instruct classes in driving in adverse weather and mountain terrain, student management. Provide training and testing for school bus drivers and transportation staff to obtain CDL, BP2S. |
| D | 25% | Assist in evaluating bus driver performance, pre and post-trip methods, student management skills, and emergency procedures by riding with drivers, observing drills and pre/post-trip procedures. |
| W | 5% | Instruct drivers, bus monitors, and paraprofessionals in the proper and safe usage of wheel chair lifts and placement/securing of wheel chairs and strollers in buses/vehicles. Instruct drivers, bus monitors, and paraprofessionals in the proper and safe usage of lap belts, car seats, safety vests, and other safety restraint systems used to ensure the safe transportation of passengers. |
| Q | 5% | Assist the Coordinator of Transportation in recruiting, interviewing, and hiring bus drivers. |
| W | 10% | Audit and maintain records on staff training, licensing and certifications to ensure currency of all CDL licenses, First Aid/CPR training, Department of Transportation (DOT) physicals, etc. Assist in developing and maintaining the department procedural manual. |
| D | 4% | Maintain training files for drivers in training and new drivers. Assist with the qualifications files for documenting CDL, DOT, District, and CDE requirements/licenses. Assist with monitoring the radio and receiving route calls. |
| Ongoing | 5% | Drive routes and/or excursions as necessary in emergency situations or when staff is limited. |
| Ongoing | 1% | Perform other duties as assigned. |

EDUCATION AND TRAINING: High school diploma or equivalent.

EXPERIENCE: Three or more years of experience in school transportation.

CERTIFICATES, LICENSES, & REGISTRATIONS:

- Criminal background check required for hire.
- Must be at least 21 years of age.
- Colorado Commercial driver's license (CDL) with Class B and P2S endorsement.
- CDL Third Party Tester Certification required as soon as possible after hire date.
- CPR and First Aid certifications.
- Non-violent Crisis Prevention Intervention (CPI) training required within three months of hire.
- CPR and First Aid instructor certifications preferred at hire; required within three months of hire.
- Must pass drug/alcohol screen per Board Policy

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Customer service and public relations skills.
- Knowledge of city and county road networks and location of schools in the district.
- Knowledge of Colorado and Federal laws as they relate to the transportation of students.
- Ability to lead, train and work with others.
- Knowledge of and awareness of all age groups of students to effectively train in student management.
- Ability to drive and operate a school bus and other fleet vehicles.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple priorities.
- Critical thinking and problem solving skills.
- Ability to promote and follow Board of Education policies, Superintendent policies and building/department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people including those from diverse ethnic and educational backgrounds.
- 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.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of school buses and pool vehicles
- Operating knowledge of basic maintenance and emergency equipment including radio, tire chains, flare, etc.
- Operating knowledge of and experience with typical office equipment (computer, e-mail, fax, telephones, radios, etc.)

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

Reports to: Director of Transportation

Direct Reports: This job has no supervisory responsibilities

- Responsible for assisting with interviewing

BUDGET AND/OR RESOURCE RESPONSIBILITY: This job has no budgetary responsibilities.

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			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk			X	
Sit			X	
Use hands to finger, handle or feed				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			
	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		
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of			
	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			
Evaluate				X
Interpersonal Skills				X
Compile			X	
Negotiate	X			

WORK ENVIRONMENT:	Amount of			
	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	
Loud	X
Very Loud	

The signatures below indicate that job description has been reviewed by the employee with the supervisor.

Employee Name (Print)

Employee Signature

Date

Supervisor Name (Print)

Supervisor Signature

Date