

Union Public Schools Job Description

Position Title: Bus Driver Trainer
Department: Transportation
Reports To: Director of Transportation

FLSA Designation: Non-exempt

SUMMARY: Provides training for all bus drivers, evaluates job performance of all new drivers and makes recommendations to the Director of Transportation concerning each driver's employment status. Assists the Director of Transportation in various areas of departmental operations.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Evaluates all new bus drivers to recommend their continued employment status.
- Provides input on regarding each bus driver's annual evaluation.
- Provides field supervision for all drivers.
- Successfully completes all training and passes all written and skills exams associated with training.
- Test-drives with all bus driving candidates and makes recommendation for hiring.
- Hosts and instructs an Oklahoma State School Bus Drivers certification workshop as needed.
- Maintains current knowledge of all state and local traffic laws, especially those pertaining to the safe operation of school buses.
- Supervises children on the bus.
- Assigns and coordinates all activity field trips.
- Assists secretary in recording maintenance and fuel data information.
- Assists Director of Transportation in coordinating bus routes and resolving route problems.
- Coordinates and directs the Driver Accident Review Board.
- Provides training for all new and returning bus drivers in the following areas: defensive driving, policies and procedures, CPR and first aid, and all other areas of school bus driver orientation/training, as necessary.
- Assumes the duties of the Director in their absence, for dispatching drivers on assigned buses and coordinating problems between buses and school sites.
- Inspects all activity buses for cleanliness before and after trips.
- Maintains certification and drives a bus in the event that a route needs to be covered.
- Works well with both supervisors and other members of the team.
- Maintains consistent and punctual attendance.
- Performs other duties assigned by supervisor or administrator.

SUPERVISORY RESPONSIBILITIES: None.

QUALIFICATION REQUIREMENTS: *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 function.*

*Bus Driver Trainer
Created 11/2005
Revised 2/2008
Revised 6/2019*

EDUCATION and/or EXPERIENCE: High school diploma or general education degree (GED). Must have no points on driving records and must be able to pass physical including drug test. Must be at least 18 years of age, per DOT regulations.

CERTIFICATES, LICENSES, REGISTRATIONS: Must valid Oklahoma Commercial Driver's License, class B, with a passenger endorsement, and air brakes qualified.

LANGUAGE SKILLS: Ability to read and interpret documents including safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.

MATHEMATICAL SKILLS: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY: Ability to apply common sense understanding to carry out detailed but uninvolved, written or oral instructions. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

OTHER SKILLS and ABILITIES: Ability to work in a friendly manner with co-workers and students. Ability to read and understand maps. Ability to physically manage students and equipment. Ability to observe unusual student behavior and advise supervisor. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all District requirements and Board of Education policies. Must meet all Oklahoma State Department of Education requirements for school bus driver certification, and have a good driving record.

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 frequently required to sit and is occasionally required to walk or stand. The employee will frequently bend or twist at the neck and trunk while performing the duties of this job. The employee frequently uses hand strength to grasp equipment or students. Employee must be able to frequently ascend and descend bus steps unassisted. Must be able to assist physically disabled students on and off the bus. The employee must occasionally lift and/or move up to 50 pounds and push or pull up to 90 pounds such as students in wheelchairs. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Pass all required drug screens. If insulin dependent, the employee must complete a medical certification and an assessment from a treating clinician, per DOT/Federal Motor Carrier Safety Administration (FMCSA) regulations.

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.*

While performing the duties of this job, the employee occasionally works in temperatures above 100 and below 32 and occasionally will walk on slippery surfaces. The employee must be able to meet deadlines with severe time constraints and interact with public and other workers. The employee has direct responsibility for the safety and well-being of others.

The noise level is frequently loud enough that the employee must raise his/ her voice to be heard.