

Driver Trainer

Purpose Statement

The job of Driver Trainer is done for the purpose/s of providing classroom instruction and behind the wheel training of applicants and bus drivers; addressing school bus regulations and safety procedures; identifying training requirements; and maintaining required documentation for audit in compliance with state certification and district/state/federal requirements. Persons in this classification are frequently required to perform the functions of a school bus driver.

This job is distinguished from similar jobs by the following characteristics: .

This job reports to the Transportation Supervisor

Essential Functions

- Conducts classroom and behind-the-wheel bus driver training (e.g. nine performance modules with testing, CDL, Five Year Recertification, Utah State Standards, etc.) for the purpose of presenting, reinforcing and/or developing bus driver skills.
- Coordinates a variety of programs (e.g. training modules, skill appraisal, road appraisal skills, etc.) for the purpose of providing information and/or recognition.
- Evaluates performance of bus drivers and driver applicants for the purpose of ensuring that basic skills levels are met and are in compliance with state certification requirements.
- Informs bus drivers and driver applicants (e.g. rules, regulations, laws, procedures, etc.) for the purpose of providing information and/or updating procedures.
- Maintains certification and training requirements (e.g. School Bus Watch, Highway Watch, NAPT professional training, personal skills for management, etc.) for the purpose of being able to instruct others in the transportation department and ensuring they are receiving accurate and up-to-date information.
- Maintains manual and electronic documents, files and records (e.g. five year recertification, Utah State Standards #1 and #2, etc.) for the purpose of documenting activities and/or providing an up-to-date reference and audit trail.
- Oversees bus driver licensing, training requirements and certificate status (e.g. driver's licenses, CDLs, five year recertification, CPR/First Aid, drug/alcohol/blood borne pathogen training, etc.) for the purpose of ensuring compliance with all state, federal and administrative requirements.
- Participates in meetings, in-service training's, workshops, etc. as required for the purpose of conveying and/or gathering information required to perform job functions.
- Performs functions of a School Bus Driver and/or School Bus Technician for the purpose of meeting the district's transportation service needs.
- Prepares a variety of documents (e.g. forms, training handouts, safety information guidelines, driver evaluations, tests, etc.) for the purpose of providing information as required by established policies and/or regulatory guidelines.
- Schedules training and testing of and/or by non-district personnel (e.g. school bus evacuations, classes for recertification, etc.) for the purpose of ensuring compliance with district policies and established regulatory requirements.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment; using pertinent software applications; operating heaving and light duty vehicles; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: safe driving practices; provisions of the Utah Motor Vehicle Code and the Utah Education Code applicable to the operation of vehicles transporting school students; and State licensing requirements.

ABILITY is required to schedule activities, meetings, and/or events; gather and/or collate data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals; work with similar types of data; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities. Have the Ability for regular and reliable attendance.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of resources from other work units may be required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 50% sitting, 20% walking, and 30% standing. The job is performed under minimal temperature variations and in a generally hazard free environment.

Experience Job related experience with increasing levels of responsibility is required.

Education Targeted, job related education with study in job-related area.

Equivalency .

Required Testing

Pre-employment medical exam
Drug and Alcohol testing

Certificates

Valid Class "B" Driver's License with School Bus and Passenger Endorsement, Certified District Level Trainer, and CDL CPR/First Aid Certificate

Continuing Educ./Training

Bi-annual Physical, Agility Test, Maintain CDL, First Aid, CPR, Maintain District Level Trainer Status

Clearances

Criminal Justice Fingerprint/Background Clearance, drug screening

FLSA Status

Non Exempt

Approval Date

Salary Range