

Job Description

Natrona County School District #1

Job Code 803

Bus Driver Trainer

Purpose

The job of Bus 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, and federal requirements. This job reports to Director-Transportation.

This job is a “safety-sensitive” position.

Essential Functions

- Attends meetings, trainings, etc. for the purpose of maintaining skills and meeting requirements of school bus driver trainer.
- Conducts regular safety meetings for the purpose of informing bus drivers of changes in laws, regulations, and procedures.
- Coordinates activities (e.g. bus driver training programs, safety workshops/programs, out of town trips, etc.) for the purpose of delivering services in conformance with established guidelines.
- Develops and implements safety-related programs, safety workshops, and information systems for the purpose of implementing effective systems and/or procedures.
- Evaluates driving performance of bus drivers (e.g. checks drivers’ usage of vehicle equipment, handling of on-the-road situations, interactions with students, etc.) for the purpose of ensuring the safe and proper operations of school bus.
- Maintains buses (e.g. tire pressure, fluid levels, etc.) for the purpose of ensuring the availability of vehicles in safe operating condition.
- Maintains a variety of manual and electronic documents, files and records (e.g. bus drivers, license renewal dates, driving records, physical examinations, training, student bus passes, etc.) for the purpose of documenting activities, providing reliable information, and complying with District, state and federal requirements.
- Performs the full range of school Bus Driver duties for the purpose of ensuring an efficient and effective work environment.
- Plans, organizes, and teaches bus driver training programs for the purpose of ensuring compliance with state law.
- Prepares and submits reports to the Wyoming Highway Patrol, Department of Motor Vehicles (DMV), and other agencies as required for the purpose of providing written support and/or conveying information.
- Provides classroom instruction and/or behind-the-wheel training for the purpose of providing instruction to bus drivers and applicants and/or addressing school bus regulations/safety procedures.
- Reviews pertinent data for the purpose of keeping current on all state and federal laws and regulations pertaining to school buses and drivers.
- Serves as a liaison with the Wyoming Highway Patrol and the DMV for the purpose of obtaining current information and regulations regarding bus driver requirements and safety.
- Supervises emergency evacuation drills for the purpose of ensuring efficiency of procedures and complying with mandated 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: adhering to safety practices; operating buses and related equipment; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: laws, rules, and regulations pertaining to school bus operations and pupil transportation including appropriate Wyoming State Motor Vehicle Code and the Education Code; safety practices and procedures; first aid principles and practices; principles of training and performance evaluation; and safe driving principles and practices.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and consider a variety of factors when using 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 a variety of standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize a variety of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: reading, interpreting, and following rules, regulations, policies, and procedures; responding appropriately in emergency situations; understanding and following oral and written directions; communicating clearly and concisely, both orally and in writing; establishing and maintaining positive and harmonious working relationships; meeting deadlines and schedules; and providing on call services as needed.

Responsibility

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

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, some climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 75% sitting, 20% walking, and 5% standing. The job is performed under some temperature extremes and under conditions with some exposure to risk of injury and/or illness.

Experience: Job related experience within a specialized field is required

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

Equivalency: None identified

Required Testing:

DOT Physical Exam
DOT Random Drug and Alcohol Testing

Certificates and Licenses:

Defensive Driving Certification
3rd Party Tester Certification
CDL with Bus, S & P and Air Brake
Endorsements within 3 months of hire
CPR/AED First Aid Certificate within 30 days of hire

Continuing Educ. / Training:

None identified

Clearances:

Criminal Justice Fingerprint/Background Clearance
DOT Pre-employment Drug and Alcohol Testing
MVR (Motor Vehicle Record) Clearance

FLSA Status

Non Exempt

Approval Date

07/01/2018

Salary Grade

52

I have read and understand the scope of the job and hold the minimum requirements:

Employee Name (Please Print): _____

Employee Signature: _____ **Date:** _____