

**Job Description**

Job Title: **Transportation Trainer**  
 Job Family: **Transportation**  
 Pay Program: **Classified**  
 Prepared/Revised Date: **August 25, 2010**

Job Code: **1600**  
 FLSA Status: **Non-Exempt**  
 Pay Range: **G 21**  
 Typical Work Year: **12 months**

**SUMMARY:** Educate, train and maintain requirements and endorsements for Bus Drivers and Transportation Paraprofessionals. Coordinate student management and handle transportation concerns from students, parents, school officials and the public. Provide input on driver performance evaluations. Investigate accidents. Set up recruiting to obtain prospective applicants. Coordinate and instruct students and drivers 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 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, 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 drivers license (CDL), class A and BPS2. Provide small vehicle training to coaches, teachers and transition drivers as required by CDE. Instruct CPR and First Aid to non- transportation employees.	D	38%
2. Coordinate all levels of student management for transportation. Maintain student misconduct reports in database 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, paras 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 on driver performance evaluations with regard to student management and driver performance. Evaluate performance of all drivers during ride along sessions, including annual pre-trip for CDE certification.	D	11%
4. Instruct drivers, paraprofessionals and transition drivers on proper and safe usage of wheel chair lifts to include manual operations. Instruct proper procedure for applying safety restraints on wheel chairs 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 paraprofessionals 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/paras with evacuation plans on special needs and w/c students.	W	5%
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.	W	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%

<b>Job Tasks Descriptions</b>	<b>Frequency</b>	<b>% of Time</b>
7. Investigate accidents; file required reports with the District and state. Input information on accidents into database, 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 database for all school bus evacuation drills to meet District and state requirements.	Q	1%
10. Coordinate and instruct students in school bus safety programs. Set up, attend, answer questions at Back to School Night and hand out information. 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 drivers 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%
	<b>TOTAL =</b>	<b>100%</b>

**EDUCATION AND RELATED WORK EXPERIENCE:**

- High school diploma or equivalent.
- Short term courses in First Aid and CPR
- Colorado Class B P2S Commercial Drivers 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 commercial driver's license (CDL B P2S) required.
- 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 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, Superintendent policies and building and 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 District school buses and pool vehicles.
- Basic operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.

- Knowledge of and ability to use Access and all Microsoft programs that the district supports.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	POSITION TITLE	JOB CODE
<b>Reports to:</b>	Transportation Director	5010

	POSITION TITLE	# of EMPLOYEES	JOB CODE
<b>Direct reports:</b>	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 to finger, handle 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		
Up 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			
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			

<b>WORK ENVIRONMENT:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
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		

<b>VISION DEMANDS:</b>	<b>Required</b>
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

<b>NOISE LEVEL:</b>	<b>Exposure Level</b>
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	