

**Job Description**

Job Title: **Transportation Lead Trainer**  
 Job Family: **Transportation**  
 Pay Program: **Classified**  
 Prepared/Revised Date: **May 2016**

Job Code: **1332**  
 FLSA Status: **Non-Exempt**  
 Pay Range: **G 23**  
 Typical Work Year: **12 months**

**SUMMARY:** Oversee and coordinate the training mentor program and other staff trainers. Provide training for all CDL drivers, transportations staff, crossing guards and district vehicle operators per state, federal and district regulations. Ensure safety, training and endorsement requirements are current and in compliance with federal, state and district requirements. Coordinate student management and handle transportation concerns from students, parents, school officials and the public. Complete required CDE annual driver performance evaluations, pre-trip evaluations and bus evacuation drills per CDE requirements. Respond to and investigates accidents; perform corrective action training. Set up recruiting to obtain prospective applicants. Responsible for overseeing the traffic flow at all schools and recommend signage; working with city officials to complete task.

**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, certification and licensing records according to state, federal and district regulations. Instruct classes in standard First Aid, CPR, driving in adverse weather and mountain terrain, defensive driving, substance abuse awareness, sexual harassment & child abuse. Provide testing for applicable district staff including driver's license (CDL), class A, BPS2 and small vehicle training. Coordinate, verify and maintain documents regarding DOT physical with risk management, medical clinic, drivers & state motor vehicle and CDL offices. Oversee and coordinate training mentor program and other staff trainers. Performs daily check in of staff per DOT regulations. Ongoing drug awareness training. Follows district and CDL reasonable suspicion and post-accident testing. Perform other job-related duties as assigned including driving routes, attending to situations requiring assistance on routes and stops, assisting in dispatch and scheduling office and monitoring the radio and receiving route calls.	D	40%
2. Coordinate all levels of student management for transportation. Maintain student misconduct reports in student information system and file copies. Ensure safety of bus stops and loading zones. Act as transportation liaison between drivers, parents, students and school administrative staff in reference to student and/or driver behavior/concerns. Investigate allegations by conducting fact-finding interviews with related parties regarding parent, student and/or driver concerns/complaints. Maintain video surveillance program including viewing and education. Attend IEP meetings as a transportation staff representative. Respond to, investigate and record accidents; file required reports. Perform corrective action training as necessary. Supervise district crossing guard program; supervise traffic flow at all schools; recommend appropriate signage in cooperation with city officials through completion of task.	D	35%
3. Provide input on classified performance evaluations with regard to student management and job performance. Evaluate performance of all drivers during ride along sessions, including annual pre-trip for CDE certification.	D	10%
4. Instruct transportation staff on proper and safe usage of wheel chair lifts including manual operations; on proper procedure for applying safety restraints on wheel chairs as well as the placement of wheelchairs on the bus. Instruct staff on the proper usage of any child safety restraint systems designed for the safe transportation of students. Instruct staff 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 equipment. Instruct and assist transportation staff with evacuation plans on special needs and wheel chair students.	W	5%
5. Responsible for submitting job requisitions and necessary paperwork to hire drivers and special needs transportation aides. Coordinate with human resources on pre-hire physical and pre-employment orientation. Make hiring recommendations to transportation director.	M	5%

<b>Job Tasks Descriptions</b>	<b>Frequency</b>	<b>% of Time</b>
6. Set up and coordinate school bus evacuation drills with school administration and transportation staff. Maintain documentation per state regulations. Coordinate with director on the annual transportation in-service event and other trainings/meetings as directed by state and district regulations.	W	5%
	<b>TOTAL =</b>	<b>100%</b>

**EDUCATION AND RELATED WORK EXPERIENCE:**

- High school diploma or equivalent.
- Five (5) years of related experience.
- Supervisory experience preferred.
- Must complete the district courses “Progressive Discipline,” and “Classified Evaluation System” within one year of entering position.

**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Criminal background check required for hire.
- Must be 21 years old.
- Valid commercial driver’s license (CDL) with class B P2S required.
- CPR and First Aid instructor certifications required within 3 months of hire or as per department need.
- Valid Colorado State CDL testers’ license required within 12 months of hire or as per department need.
- Special needs training, including equipment, sensitivity and best practices required within 3 months of hire, 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 confidentiality in all aspects of the job.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to manage multiple priorities.
- Ability to keep up-to-date technically and apply new knowledge to your job. Includes adapting to and mastering new system applications and processes as implemented by the district or department.
- 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.
- Operating knowledge of district information technology systems and any other department specific software and equipment required within 2 months after entering position.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

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

	<b>POSITION TITLE</b>	<b># of EMPLOYEES</b>	<b>JOB CODE</b>
<b>Direct reports:</b>	This job has not direct supervisory responsibilities		

- Responsible for planning, assigning, directing and guiding work; training employees; and addressing complaints and resolving problems.
- Responsible for interviewing, hiring and training employees and assisting with appraising performance.

**BUDGET AND/OR RESOURCE RESPONSIBILITY:**

- None

**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			
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

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