

SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

7/09	DRIVER TRAINER / INSTRUCTOR	2.11.5
Effective Date	Job Title	Index

PURPOSE

To improve student achievement through creating a safe environment by training newly hired and regular school bus drivers; and by performing school bus driver trainer duties as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from an assigned supervisor. Methods of performing tasks are outlined or explained in general terms and work is reviewed by a supervisor at regular intervals during progress and upon completion.

ESSENTIAL FUNCTIONS OF THE JOB - May include, but are not limited to, the following:

Assisting school building staff by providing training materials, conducting testing, and monitoring qualifications to obtain type 10 & 20 pupil transportation activity vehicle driver certification.

Developing training staff to maintain and improve bus driver success.

Instructing newly hired and prospective school bus drivers in accordance with the Oregon School Bus Drivers' Training Program.

Presenting a continuous training program for regular school bus drivers to satisfy requirements for renewal of school bus driver's certification behind the wheel and in the classroom

Assisting drivers on routes to observe performance and assure driving routines and other practices to comply with state and department requirements.

Analyzing training program and individual needs.

Maintaining records and files and making written reports as required in English

Assisting in the investigation and resolution of complaints concerning school bus drivers.

Assisting in the investigation of accidents.

Assisting in updating and maintaining rider registration forms and files; determining riding eligibility; measuring walk zones.

Preparing and updating activity vehicle roster; maintaining vehicle training records; preparing and grading tests; preparing instructional packets.

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Developing auxiliary training staff

Driving a school bus or other district vehicles as necessary.

Maintaining regular and consistent attendance and punctuality.

Performing related duties consistent with job description and assignment.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of training

Provisions of the Oregon Motor Vehicle and State Department of Education Laws

District policies and rules applicable to school bus operations.

Safe driving and general safety policies and practices.

Streets, roads, and school locations within the District boundary.

A variety of vehicles in terms of make, model, power trains including diesel engines, automatic, and five speed manual transmissions.

Modern office procedures and computer equipment.

Ability to:

Evaluate the vehicle operating ability and related performance of drivers

Constructively work with drivers when correcting deficiencies

Make group presentation and instruct in a classroom environment

Safely operate any size school bus

Read and interpret maps

Plan, coordinate and provide individual and group training programs

Write reports in a narrative format using appropriate grammar and punctuation skills

Operate a computer and related peripheral equipment and software including Excel and MS Word

Work cooperatively with parents, students, administrators, and the public

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Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is appropriate. A representative way to obtain the required knowledge and abilities would be:

Experience:

Must meet ODE minimum requirements, including two years experience operating a large vehicle and one year experience driving a school bus.

Training:

Equivalent to the completion of the twelfth grade.

Special Requirements:

Possession of, or ability to obtain, an Oregon School Bus Trainer certification for instructors (Behind the Wheel Training Certificate, Core Instructor Certificate and Third Party Tester License) Possession of, or ability to obtain, licenses necessary for operating a school bus.

Work Environment:

Climate controlled office and riding on school bus with exposure to heat, cold, vibration, chemicals and mechanical hazards. Exposure to noise levels ranging from moderate to very loud on buses. Extensive travel driving various school buses in traffic and in various road and weather conditions.

High level of contact with district personnel and moderate level of contact with outside agencies/community.

Physical Requirements:

Frequent talking, hearing, reaching, handling and stair climbing. Sitting for prolonged periods. Frequent climbing, stooping, kneeling, crouching and crawling. Vision: Frequent near and far acuity, depth perception, focal length change, color vision and peripheral vision. Vision to read printed materials and computer screen or other monitoring devices. Hearing and speech to communicate in person and over two-way radio or telephone.

Strength: Medium/heavy – Exert force to 50-75 pounds occasionally and/or 20 to 35 pounds of force frequently, and/or 10 pounds of force constantly to move objects. May involve significant stand/walk/carry/push/pull.

NOTE: Safety sensitive job class. Employees in this job classification will be subject to random selection for mandatory alcohol/controlled substance testing.

Salem-Keizer School District is an equal opportunity employer.

Position: Driver Trainer

I am willing and able to perform the duties of this job:

Signature: _____

Date: _____

Print Name : _____