

SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

7/10	LEAD TRANSPORTATION DRIVER TRAINER INSTRUCTOR	2.11.18
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PURPOSE

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

CLASS CHARACTERISTICS

This is the lead worker level class in the Driver Trainer series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned. By virtue of the complexity of the work, positions in this class are also assigned responsibility to assist in coordinating and assigning the work of subordinate classes in the same class series and to assist in resolving technical and procedural problems encountered by subordinate staff. Positions in this class are predominantly working positions but include some daily work coordination duties.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from an assigned supervisor. Methods of performing tasks are usually left to the judgment of the employee with a supervisor giving occasional instructions, advice, and decisions. Work is reviewed periodically to assure compliance to standards and measured results.

Exercises functional and technical supervision over assigned personnel.

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

Coordinating the work of other driver trainer personnel; responding to technical questions regarding training coverage, trainer, bus, and new driver availability and schedules, behind-the-wheel instruction (BTW), first aid, and core classes, ODE and DMV rules, observations, retraining, and work prioritization in conjunction with supervisor.

Providing advanced level of driver trainer solutions, report functions, scenario applications, data generation, and software applications.

Assisting supervisor in systems, process, instructional techniques, presentation materials, and work flow analysis for effectiveness and efficiency.

Leading training team to effectively collaborate with all transportation areas, programs, and schools in the accomplishment of the district mission while creating an atmosphere for drivers of confidence and support.

Ensuring that driver training is kept on schedule through and with the assistance of the training team, providing the necessary support for sufficient number of drivers to create an environment of seamless, efficient service.

Training and developing the skill level of training personnel.

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Evaluating and monitoring drivers and training personnel to ensure compliance pertaining to drug and alcohol testing and physical capacity as outlined by Oregon Department of Motor Vehicles, Oregon Department of Transportation, and Oregon Department of Education.

Assisting supervisor in maintaining department readiness for inclement weather, collision, emergency response plans, cyclical workloads, cost containment, attendance patterns, and altered school schedules as it pertains to training.

Performing advanced level of training and instruction, including written and group oral presentations, scenario applications, data generation, and schedule configurations for school bus drivers and school district staff driving district vehicles; ensuring that training materials are current, professional, and meeting quality control levels and legal requirements; assessing student cognitive (mental/thinking), affective (emotional/social), and physical attributes as they relate to the adult student learner; use of a variety of discussion skills to encourage class participation.

Assisting shop personnel in ensuring equipment is functioning, secure, and maintained through the routine inspections and training conducted by trainers and trainees; completing periodic inspection of school buses for cleanliness and service readiness and informing supervisor of findings.

Assisting where necessary in collision investigations, hazardous walk zone, safe routes to school, and safe school bus stop locations; participating in the safety exercise (Road-eo) activities to improve and develop driver skill and knowledge levels.

Identifying and recommending corrective training for problems in drivers' functional abilities and capacities; constructively working with drivers when correcting deficiencies.

Maintaining regular and consistent attendance and punctuality.

Performing related duties consistent with job description and assignment.

MINIMUM QUALIFICATIONS

Knowledge of:

Training and instruction applications, concepts, and practices.

Rules and regulations as they pertain to school bus drivers including but not limited to district policies and rules applicable to school bus operations, Oregon Department of Motor Vehicles Commercial Driver License, Oregon Department of Education school bus certification, PL 94-142, FMVSS, IDEA, ADA, and McKinney-Vento Act.

A variety of vehicles in terms of make, model, and power trains including diesel engines, automatic, and five-speed manual transmissions; school bus capacity, equipment, and seating configurations.

Streets, roads, and school locations within the district boundaries.

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Office procedures, practices, computer equipment and applicable related software.

Ability to:

Establish and maintain effective and collaborate working relationships with those contacted in the course of work, demonstrating excellent public relations skills.

Exchange and /or convey information and receive work direction.

Plan, estimate, coordinate, and schedule the work of others.

Analyze operations and recommend changes or concepts as necessary.

Coordinate the scope of work to organize trainers, instructors, and students in and around the needs of the department to provide service.

Assist in the development and maintenance of training philosophies to maximize efficiency and understanding of transportation.

Contribute thoughts and processes that will result in a pattern of continuous improvement and advance the District's efforts toward student achievement.

Understand various program and service needs and desires relative to student achievement and transportation.

Learn streets and roads within district boundaries and read and interpret maps.

Work well independently and under pressure to make decisions, exercising sound, independent judgment and attention to details.

Maintain safe driving record and appropriate licensure.

Drive a transport vehicle safely and efficiently.

Communicate clearly and concisely in English, both orally and in writing.

Operate a computer and related peripheral equipment and software.

Prioritize, multi-task, and meet deadlines.

Work effectively within a team environment.

Maintain flexible work hours.

Acquire certification as a behind-the-wheel trainer, classroom (core) instructor, third-party instructor.

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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:

Two or more years of experience in the operation of a school bus. One year of transportation dispatching and/or routing experience is desirable. Experience in organizing and assigning resources (such as data, equipment, and people) desirable. Experience using transportation specific software desired.

Training:

Equivalent to the completion of the twelfth grade. Additional specialized training in a related field is desirable.

Special Requirements:

Possession of a valid Class B Oregon Commercial Driver License with applicable endorsements for school bus driving.

Work Environment:

Climate controlled office and exposure to moderate to high noise intensity levels from two-way radios and telephones. May include driving school buses or other district vehicles in various road and weather conditions.

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

Physical Requirements:

Constant talking, hearing, and sitting for prolonged periods in a confined area. Frequent reaching, handling and fingering. Mobility to work in typical office setting and use standard office equipment. Vision: Frequent near and far acuity. Vision to read printed materials and computer screen or other monitoring devices.

Strength: Generally sedentary/light. Exerting up to 15 of force occasionally, and/or up to 10 of force constantly to move objects.

For bus driving duties: Medium/heavy – Exert force to 50-75 lbs. 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: Lead Driver Trainer Instructor
I am willing and able to perform the duties of this job:

Signature: _____

Date: _____

Print Name : _____