



## David Douglas School District #40 Classified Job Description

### **BUS DRIVER TRAINER**

Schedule: 8 hours per day / 12 months per year  
Class: 14, starts at \$17.98 per hour

### **POSITION PURPOSE:**

This position effectively trains, tests, and evaluates driving skills of current and prospective bus and activity vehicle drivers using methods approved by Oregon Department of Education for pupil transportation. The trainer teaches required classes for maintaining a school bus certificate, ie: core instruction and/or other presentations approved by ODE. The work demands the exercise of sound judgment in driving and training in varying weather conditions, on all types of roadways and in changing traffic situations and the ability to effectively coach and mentor prospective drivers to ensure their success in obtaining their licensure.

The essential functions of this position require prioritizing and completing all assigned tasks in a timely and efficient manner, adjusting for changing priorities and availability of resources, and demonstrating initiative in identifying additional job-related tasks to be completed when time permits. These duties are a representative example of position expectations. Actual duties assigned may vary and change depending on the business needs of the department and the organization.

### **RESPONSIBILITIES**

- Performs training and instruction in accordance with the Oregon School Bus Drivers' Training Program, including written and oral presentations, group and individualized training, utilizing the District's job safety program and scenario applications; ensures training materials are current, professional, and meeting quality control levels and legal requirements;
- Trains school building staff by providing training and materials, conducting testing, and monitoring qualifications to obtain and maintain type 20 pupil transportation activity vehicle driver certification;
- Schedules and instructs newly hired and prospective school bus drivers in accordance with Oregon School Bus Drivers' Training Program, ensures training occurs in a timely fashion and makes sure drivers are kept on schedule, ensures drivers meet District, state, and federal safety requirements, maintains information on progress and keeps supervisors informed of progress, and areas for development.
- Prepares continuous professional development activities/training for drivers at the monthly drivers' meeting as well as for individualized needs to ensure drivers can satisfy requirements for renewal of school bus driver's certification behind the wheel and in the classroom requirements.
- Trains and assists drivers with student management problems using behavior management techniques such as guidelines of PBIS (Positive Behavior Intervention Systems)
- Coordinates work with other driver trainer personnel; responds to technical questions in such areas as 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.
- Assists drivers on routes to observe performance and assure driving routines and other practices to comply with State and department requirements.
- Trains bus assistants
- Compiles data, prepares and updates reports and logs such as but not limited to accident statistics, safety meeting data, and weekly reports to track duties performed, performance measures, and state reporting;
- Assists supervisors in investigations of accidents and resolution of complaints concerning school bus drivers;
- Pulls video requests and identifies and recommends corrective training for identified deficiencies in drivers' functional abilities and capacities; constructively working with drivers to correct deficiencies, and works with supervisor on training plans
- Effectively collaborates with all transportation areas, programs, and schools in the accomplishment of the district mission while creating an atmosphere for drivers of confidence and support.
- Assists dispatch daily (as needed), in answering phones and radio.

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- Performs other related duties, as assigned by supervisor.
- Must maintain regular and consistent attendance and punctuality.

## **QUALIFICATIONS FOR WORK**

Have the knowledge and ability to perform as a school bus driver plus the following:

- Valid driver's license with Class B Oregon Commercial Driver License, good driving record, safe driving habits and evidence of insurability required and must be maintained
- Licensed School Bus Driver, with a minimum of 5 years (recent) driving experience. License must be maintained.
- Intermediate to advanced technological skills required providing the ability to enter, revise, organize and retrieve information from computer systems; will use computerized routing system, computerized trip scheduling system, Microsoft Office suite, and e-mail on a daily basis. Documented training in computerized routing system desirable
- CDL medical card, first aid, core certification and ongoing ODE minimum professional development hours required and must be maintained.
- Familiarity of streets and roads within District boundaries and trip destinations.
- Knowledge of routing practices and concepts
- Knowledge of standards, laws, codes, rules, regulations, policies and procedures relating to student transportation needs such as Federal Motor Vehicles Safety Standards; the Oregon Motor Vehicle and Oregon Department of Education laws regulations and guidelines for pupil transportation
- Ability to effectively operate a telephone, 2-way radio and other office equipment
- Ability to work harmoniously with others with the demonstrated ability to establish and maintain collaborative working relationships across teams, functions and layers with district staff and the general public and to contribute to a successful work group and foster a team-oriented culture through positive interactions, active listening, meaningful collaborations, and the constructive exchange of ideas designed to meet or exceed the organization's strategic goals
- Ability to communicate appropriately and effectively, both verbally and in writing, in a professional, respectful, and courteous manner with all students, parents and staff with a focus on customer service
- Ability to perform the record keeping requirements related to the assignment
- Self-starter with proven analytical, organizational, and problem-solving skills using well-reasoned decision making with a high attention to detail in actual work product, organization, planning, work flow, and project prioritization to ensure tasks are completed efficiently and accurately
- Ability to exercise confidentiality, tact, diplomacy and independent judgment in performance of duties
- Strong interpersonal skills necessary to develop, establish and maintain effective, professional, collaborative, and collegial working relationships with clients, employees, and others with whom we may work.
- Strong conflict resolutions skills and demonstrated ability and competency to work with a diverse population of clients and co-workers of all ages.
- Ability to produce accurate work in a sometimes stressful environment with frequent deadlines and interruptions while remaining focused, on task, and calm
- Excellent attendance, work ethic and pride in job performance essential
- Ability to demonstrate use and instruction of reference points and other behind the wheel training techniques
- ODE Behind-the-Wheel Trainer certification required
- Excellent organizational abilities
- Ability to plan, coordinate and schedule the work of others
- Ability to teach in small and large group settings

## **ESSENTIAL PHYSICAL REQUIREMENTS**

Must be in good physical condition and able to meet all of Oregon Department of Education requirements such as, but not limited to, those listed below. Must drive a variety of school buses. Must be able to lift and move children off bus, e.g. when injured, sick or disabled. Must be able to observe and restrain unruly students. Must meet visual, hearing and physical requirements to qualify for an Oregon Driver's License and an Education School Bus Drivers Certificate. May not have impediments or conditions which would interfere with safe driving. Must qualify for a CDL Medical Certificate. Must be able to climb on bus to check fuel and fluid levels and fuel bus with gasoline or diesel; able to exit from rear of bus in an emergency (42" off the ground)

**Note:** The Oregon Pupil Transportation Manual contains OAR 581-053-0006 with a more detailed description of the physical requirements for bus drivers and the conditions with which they must be able to contend. It further states that. *"In cases of serious illness, injury or change in physical or mental condition which may impair ability to fulfill the duties and*

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*responsibilities of a school bus driver as required in OAR 581-053-0015 and those described in this rule, re-examination and medical approval are required prior to resumption of driving.”*

All new hires will be required to undergo, and pass fitness for duty testing administered by the district or a licensed medical facility selected by the District. Tests will include:

1. 125 # body drag: Requires ability to drag 30 feet in 30 seconds.
2. Climb and descend three steps with a maximum step height of 17-1/2 inches.
3. Exit bus emergency exit that is at least 42 inches off the ground in 10 seconds.
4. Opening emergency exit hatch on the roof of the bus.

**David Douglas School District Drug Testing and Criminal Background check**

Per district policy all offers of employment shall be contingent upon the successful passing of a district required drug test and criminal background check. David Douglas School District's Human Resources will designate where and when the testing will be conducted. The offer of employment will be withdrawn from candidates who test positive for drugs.