



David Douglas School District #40 Classified - Job Description

DRIVER TRAINER ASSISTANT

Schedule: AS NEEDED
Class: 13

POSITION PURPOSE:

This position effectively helps train new drivers at the direction of the ODE Certified Driver Trainer following the rules, regulations, and guidelines approved by the Oregon Department of Education for pupil transportation. 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 completing the training program and 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.

DESCRIPTION OF WORK

*Work with a school bus driver applicant on portions of the behind-the-wheel training that have been already taught and documented by a certified behind-the-wheel trainer.

*Assist the driver trainer in training applicants to drive a type 20 and type 10 vehicle, as well as signing off on the performance checklist and application.

NATURE AND SCOPE OF RESPONSIBILITIES

- Coordinates work with the ODE certified behind-the-wheel trainer.
- Reports the daily trainee progress to the certified driver trainer or supervisor.
- 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.
- Performs other related duties, as assigned by supervisor.
- Must maintain regular and consistent attendance and punctuality.

QUALIFICATIONS

Have the knowledge and ability to perform as a school bus driver and have at least 1 year of experience operating a school bus plus the following:

- Qualify for an ODE assistant trainer certificate.
- Current school bus driver's certificate.
- Intermediate to advanced computer skills.
- Valid CDL medical card, first aid, core certification and ongoing ODE minimum professional development hours required and must be maintained at all times.
- Ability to use a variety of teaching techniques when working with new bus driver trainees.
- Familiarity of streets and roads within District boundaries.
- 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.

QUALIFICATIONS continued

- 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, workflow, 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 is essential in this position.
- Ability to learn to demonstrate use and instruction of reference points and other behind the wheel training techniques.
- Excellent organizational abilities

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 be able to drive and train in a variety of school buses.

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 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.

The David Douglas School District welcomes applications from candidates that expand the District's diversity.

Multi-Cultural preferred. Bi-Lingual candidate preferred.

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.