

**Central Valley School District
Job Description #207**

TITLE Driver/Driver Trainer

GENERAL SUMMARY

Assist the Transportation Training Supervisor in performing a variety of training/safety tasks related to the safe and efficient transportation of regular and special education students. These tasks will include: assisting in daily operations, training and safety activities.

ESSENTIAL JOB FUNCTIONS

1. Drive regular school bus routes or other driving tasks necessary to facilitate the operations needs of the Transportation Department.
2. Assist in the presentation of mandatory school bus driver training, safety meeting/briefings, and in-service as directed by the Transportation Supervisor.
3. Assist the Transportation Training Supervisor with classroom and field training of substitutes and new employees.
4. Perform Safety Audit/Skill Assessment when directed by the Transportation Training Supervisor.
5. Perform remedial training of drivers when directed by the Supervisor of Transportation.
6. Assist in drafting training aids and other correspondence in regard to safety and training issues.
7. Review with the Supervisor of Transportation and the Transportation Training Supervisor the needs and goals of the department.
8. Provide accurate bus information upon request to staff, parents, and students in regard to safety and other transportation issues as directed by the Transportation Supervisor.
9. Assist in safety programs as directed by the Transportation Supervisor or Transportation Training Supervisor.
10. Perform other duties as required by the Transportation Supervisor

OTHER FUNCTIONS

Manage work time sufficiently to have adequate time to perform duties of driving the bus route and perform training duties on an as needed basis in an eight hour day; training sessions require a minimum of two hours.

REPORTING RELATIONSHIPS

This position reports to the Supervisor of Transportation

MENTAL DEMANDS

PHYSICAL DEMANDS

Requires visual concentration and precision; exposed to road and traffic hazards; required to ride buses with novice drivers; occasionally required to be accessible during off-hours to return to emergencies. Shifting and clutching of heavy buses requires strong physical condition. Adhere to all district health and safety policies, including all precautions of the HBV/HIV Bloodborne Pathogens Exposure control Plan.

QUALIFICATIONS:

1. A high school education or the equivalent.
2. Must have current First Aid and CPR card.
3. Possess a valid Washington State Driver's License with CDL/B/P endorsements, and a minimum of 5 years bus driving experience.
4. Possess a valid Washington State Certified Driver Trainer endorsement, or willing and able to obtain this certification.
5. Have a current Washington State Department of Transportation physical examination.
6. Knowledge of state laws and regulations related to drivers and students.
7. Ability to teach required subjects needed to obtain state school bus driver authorization.
8. Possess the ability to maintain congenial and positive, service-oriented working relationships with administration, students, parents and the public.
9. Possess computer skills required for entry of transportation data.
10. Possess demonstrated ability to work effectively under pressure.
11. Possess demonstrated aptitude or competence for assigned responsibilities.
12. Demonstrate proficiency in "reference point" driving skills course.

UNIT AFFILIATION

PSE - Transportation

CONDITIONS

The preceding list of essential functions is not exhaustive and may be supplemented as necessary.

CLASSIFICATION HISTORY

Revised 9/94

Revised 06/04