



## Columbia County School District Job Description

<b>Position Title:</b> Training Specialist		
<b>Department:</b> Transportation	<b>Evaluation Instrument:</b> Performance will be evaluated annually by the Director of Transportation in accordance with the Policy GBI- Evaluation of Personnel.	
<b>Pay Grade:</b> \$16.70/hourly	<b>Pay Type:</b> Hourly	<b>Retirement:</b> N/A
<b>Contract Work Year:</b> Part-time; Varies days/hours		
<b>Reports to:</b> Director of Transportation		

### MINIMUM QUALIFICATIONS

**Qualifications:**

- Must have a class B Commercial Driver's License with P and S endorsements
- Must have a safe driving record
- Accident free 5 years
- Classroom training preferred
- Must meet all other qualifications as stated in Georgia State guidelines and Board of Education policy.

**Essential knowledge/Skills:**

- Safe driving practices and methods.
- Principals, methods, techniques and strategies for the training of school bus drivers.
- Experience in management/supervision/classroom instruction.
- Provisions of the State Motor Vehicle Code and applicable laws to the operations of vehicles in the transportation of students and in the training of school bus drivers
- Principles, methods and procedures related to a large pupil transportation system.
- Technical aspects of field of specialty.
- Laws, rules and regulations related to assigned activities.
- Interpersonal skills using tact, patience and courtesy.
- Principles and practices of supervision and training.
- Computer programs including Microsoft Office and Microsoft Excel.
- In coordination with the transportation managers, schedules and supervises training activities performed by school bus driver trainers.
- Ability to communicate effectively both orally and in writing.
- Ability to drive varying sized vehicles over complex designated routes in accordance with the time schedule.
- Conduct bus driver training and safety programs.
- Maintain accurate records.
- Understand and follow oral and written directions.
- Establish and maintain cooperative and effective working relationships with others.
- Attend meetings and remain current concerning rules, regulations policies and laws.
- Read interpret, apply and explain rules, regulations, policies and procedures.
- Maintain current knowledge of program rules, regulations, requirements and restrictions as assigned.
- Have excellent interpersonal/intrapersonal skills.
- Have excellent written and verbal skills.
- Requires the ability to communicate effectively using speech, vision and hearing.

## **GOAL**

To assist the Director of Transportation with the operations of the transportation Department to provide safe, economical and efficient transportation for the student to the Columbia County School System.

## **REPRESENTATIVE DUTIES & RESPONSIBILITIES**

- Assign driver trainees to driver trainers, maintain a schedule during training and provides updates to the Director of Transportation.
- Supervise the driver-training program under the direction of the Director of Transportation.
- Maintain an assignment schedule for all bus driver trainees during and after training.
- Coordinates equipment receipt and training to be prepared when all driving qualifications have been met.
- Sets up orientation meeting with the trainee, driver trainer and supervisor when trainee has met all driving qualifications.
- Maintains driver-licensing records to include inspections, evacuations and safety education.
- Maintains regular attendance.
- Must be able to execute successfully all curriculum information in a manner that creates an effective classroom environment.
- Attends Transportation Safety/Staff meetings; Transportation Safety Committee meetings; Driver Safety Committee meetings and workshops related to supervision of routes, driver training or other meeting to represent the Department of Transportation.
- Knows and follows all policies and procedures of the Columbia County Board of Education and Department of Transportation.
- Follows established policy of the Board of Education with regard to the proper use of leave time.
- Assist with performing other duties as assigned by the Director of Transportation.

## **IMPORTANT NOTES**

### **ESSENTIAL DUTIES**

Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for the purpose of clarifying the general nature and scope of a position's role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform, and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks. (An employee who is assigned a duty or task believed to be unlawful should report the assignment to the Chief Human Resources Officer.) It should also be noted the order of duties/ responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.

### **MINIMUM REQUIREMENTS**

In filling a vacant position, preferred or required credentials regarding education, training, experience, and other bona fide occupational qualifications may be established. The credentials shown in this job description may be interpreted only as the minimum criteria existing at the time the description was developed. Other bona fide occupational qualifications and criteria may be utilized as needed in the selection process.

**Revised:** May 2017