

KLAMATH COUNTY SCHOOL DISTRICT

JOB DESCRIPTION

TITLE:	Bus Driver Trainer	
REQUIREMENTS:	Approved for employment through an Oregon School based fingerprint screening.	REPORTS TO: Transportation Supervisor
EDUCATION:	High School Diploma or GED Equivalent	FLSA Status: Non-Exempt
LENGTH OF WORK YEAR:	178 Days	
EVALUATION:	Performance of this job will be evaluated annually in accordance with Klamath County School District policies.	
GENERAL JOB DESCRIPTION:	<p>Have the ability to teach and conducts driver training and driver improvement programs including initial and continuing courses for bus drivers, teachers, and District maintenance workers.</p> <p>Physical ability to adhere to OSHA and district safety regulations. Work within the district's communicable disease control plan (blood borne pathogens) and be aware of the existence and potential exposure to hazardous chemicals as identified on the MSDS sheets. Responsibilities include student safety and security. This position is considered a safety sensitive position.</p>	

MINIMUM QUYALIFICATIONS:

- Must be certified by the State Department of Education as a School Bus Driver Instructor.
- Have comprehensive knowledge of Driver certification requirements and ability to develop training courses specific to District needs.
- Conduct the initial training program for new bus drivers ; licensing for non-transportation personnel including teachers and coaches who drive school vans/ activity vehicles, and remedial training for problem drivers.
- Maintain a safe driving record and appropriate licensure, certification and all the duties as assigned to bus driving.

ESSENTIAL JOB RESPONSIBILITIES (Not Necessarily Limited To)

1. Operate a school bus, observing all laws, rules and regulations.
2. Conduct the initial training program for new bus drivers to attain State certification including licensing, School Bus Core Courses Advanced Course, Defensive Driving Course, and schedule First Aid classes.
3. Ability to present course material and instruct a class group. Ability to assess driver performance and determine appropriate remedial training, to motivate a change in inadequate performance, and to recognize potentially inadequate drivers when training.
4. Comprehensive knowledge of driving skills, safety practices and emergency procedures required for safe and effective student transportation.
5. Maintain Driver improvement programs, including safe driving and school bus safety exercise.
6. Ability to interact with and instruct many different levels of coaches, teachers, and administrators.
7. Ability to operate al district vehicles at a fully functional level; ability to operate wheelchair lifts, movie projections, video cameras and current office technology and equipment. (e.g., computer systems, fax, copiers etc.)
8. Assist supervisor Investigate and review accidents to determine if "preventable".
9. Conduct remedial training for Drivers involved in preventable accidents.
10. Conduct school bus rider safety education programs in all the schools for District students. Explain and demonstrate use and function of safety equipment, emergency rules, evacuation methods, and proper boarding and exiting procedures
11. Maintain Driver training and certification files to support Department of Motor Vehicle licensing and State Department of Education licensing and to maintain District standardization.
12. Possess a school bus driver's certificate, maintain a good driving record, possess a current First Aid/CPR card and notify the Transportation Supervisor within 24 hours if you receive a citation.
13. Complete and maintain the required classroom hours and the behind-the-wheel training as mandated by the Oregon Department of Education.
14. Licensure as an instructor for School Bus Driver Certification program by the Oregon Department of Education.
15. Maintain regular and consistent attendance and punctuality.
16. Perform drug and alcohol testing as described under the U.S. Department of Transportation guidelines.
17. Perform other tasks as assigned by the Transportation Supervisor.

18. Receive and direct telephone correspondence in a courteous, efficient and timely manner. Communicates changes or information to school bus drivers via two-way radio.
19. Handle office visitors in a manner requiring the application of considerable knowledge of school district policies
20. Be knowledgeable of transportation policies and procedures and convey them.
21. Ability to remain calm and focused and to assist employees who may be emotional, distraught, or frustrated.
22. Attends seminars and conferences as necessary to keep updated on new legislation/rules.
23. Knowing when to advise drivers and when to refer drivers to the supervisor concerning problems they encounter on bus routes.
24. Inspecting buses for cleanliness.
25. Learn streets and roads within district boundaries, and read and interpret maps
26. Assist Transportation Supervisor in the drivers hiring process, by obtaining driving records, reference checks, Oregon Department of Education training records, and past Federal drug and alcohol testing records.

LIFTING					
Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs.			✓		
11-20 lbs.			✓		
21-50 lbs.			✓		
51-75 lbs.		✓			
76-100 lbs.	✓				
> 100 lbs.	✓				
Maximum amount lifted by worker without assistance: Not more than 75 lbs.					
If required, lifts over <u>75</u> lbs. are performed with two or more people or lift devices.					

CARRYING					
Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs.			✓		
11-20 lbs.			✓		
21-50 lbs.			✓		
51-75 lbs.		✓			
76-100 lbs.	✓				
> 100 lbs.	✓				
Maximum amount carried by worker without assistance: Not more than 75 lbs.					
If required, carrying over <u>75</u> lbs. are performed with two or more people or lift devices.					

PUSHING/PULLING FORCE TO BE EXERTED					
Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs.				✓	
11-20 lbs.			✓		
21-50 lbs.		✓			
51-75 lbs.		✓			
76-100 lbs.	✓				
> 100 lbs.	✓				
Maximum weight of object pushed/pulled by worker: Not more than 125 lbs.					
Distance: <u>30 feet</u> Type of Surface: (i.e. level, carpet, tile): any					

ENVIRONMENT (WORK CONDITIONS)*
Works Inside <u>65</u> % of the time / Works Outside <u>35</u> % of the time.
Temperature Extremes: Yes
Works on or around moving machinery or mechanical parts: Yes
*Varies by location and season of the year

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OTHER PHYSICAL DEMANDS
