

TITLE OF POSITION: DRIVER EDUCATION TRAINER

REPORTS TO: DIRECTOR OF TRANSPORTATION

DESCRIPTION OF POSITION: Under general supervision, performs a variety of duties related to driver education, driver observing and training, liaison with parents, teachers, and principals and interface with drivers and management in order to provide efficient, economical, and safe transportation for students.

REQUIREMENTS: Position requires a high degree of leadership skills, problem solving ability, tact, diplomacy, conflict resolution, and public relation skills.

JOB DUTIES:

1. Training and evaluation of potential new drivers.
2. Training and re-training of drivers and monitors skills.
3. Substitute driving or monitoring any route when needed.
4. Provide assistance to drivers and monitors with behavior modification.
5. Evaluation and assistance with special education needs.
6. Route scheduling along with on-site, stop and route review.
7. Provide a positive image for the (School District).
8. Assist in student education programming.
9. Liaison between driver and monitor for schools, parents, and management.
10. Assist drivers and monitors in writing up accident reports, disciplinary forms, incident reports, and route descriptions.
11. Assist drivers in finding their own solutions for problems.
12. Diffusing crisis situations.
13. Prepare all reports as necessary.
14. All other duties as assigned.