

**(School District)
Job Description**

POSITION: **TRAINER - BUS DRIVER
TRANSPORTATION DEPARTMENT**

WORK YEAR: **As needed and scheduled**

SALARY: **Driver's wage + .25 per hour when training**

**APPLICATION DEADLINE: Posting Specific
Interested applicants must submit a resume to
Supervisor of Transportation Services**

QUALIFICATIONS:

1. Valid Commercial Driver License with B designation, "P" & "S" endorsements. Airbrake endorsement with no restrictions.
2. All required certifications for a school bus driver.
3. Minimum two years of experience driving different types and sizes of school buses.
4. Clean driving record free of active points.
5. Excellent interpersonal skills and communication skills.
6. Ability to give & receive direction. Demonstrated leadership qualities.
7. Must have excellent written, verbal, organizational and record keeping skills.
8. Working knowledge of all components of the school bus.
9. Working knowledge of all laws relating to the operation of a school bus.
10. Familiarity with (School District's) streets and addresses.
11. Must be composed and positive under stressful situations.
12. Must have the ability to establish and maintain effective relationships with staff, students, and administrators.
13. Ability to work with parents and the public in a courteous and tactful manner.
14. Demonstrate self starter who can work well independently.
15. Must be willing to work a flexible schedule, including weekends and periods of the summer.
16. Ability to learn and implement new tasks and skills.
17. Familiarization with computers.

DUTIES AND RESPONSIBILITIES:

1. Provide drivers with professional training and support.
2. Operate vehicles safely.
3. Perform complete pre-trip, in between trip, and post trip inspections.
4. Train drivers in the following areas: CDL, laws, district procedures, adaptive equipment use, evacuation, mirror alignment, boarding and unloading students, backing of a school bus, etc.
5. Familiarize new drivers with the district including locations of schools, school main office, fueling procedures, etc.
6. Instruct new drivers on how to complete all required paperwork.
7. Provide up to date training materials to new drivers.
8. Perform other duties as assigned by the Transportation Supervisor.

Date Posted: _____ By Whom: _____

Date Removed: _____ By Whom: _____

Building: _____

(School District) complies with all Federal laws and U.S. Department of Education requirements prohibiting discrimination and does not discriminate on the basis of race, color, creed, religion, national origin, age, sex, marital status, or disability.