

# CHURCHILL COUNTY SCHOOL DISTRICT

## SCHOOL BUS DRIVER TRAINER

FLSA: Non-Exempt

Created: 10/2004

Last Revised: 04/2015

### **DEFINITION**

Plans and conducts the bus driver-training program; instructs and evaluates bus drivers to ensure that a high standard of performance is achieved and maintained; operates a school bus or other transportation vehicle over designated routes within an established time schedule; transport students and District employees to and from school and on special event trips; perform daily inspections of a bus or other transportation equipment; and to do other related work as assigned.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Director of Transportation and/or designee. As instructed by the Director of Transportation instructs and evaluates bus drivers' driving performance.

**EXAMPLES OF IMPORTANT RESPONSIBILITIES AND DUTIES** - *Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the essential functions.*

1. Plans, develops, and implements a training program as directed in the Nevada School Bus Driver Trainer Manual for bus drivers to ensure that safe driving practices are achieved and adhered to in accordance with District and State regulations and policies.
2. Trains all bus drivers in correct and safe driving procedures and safe driving practices.
3. Counsels and assist new drivers.
4. Ensures that all bus drivers pass and maintain their annual School Bus Driver Certification through the Nevada Department of Education.
5. Provides technical information and observations regarding the performance of bus drivers, and assist in the investigation of vehicle and or pedestrian accidents involving District vehicles.
6. Compiles, maintains, and monitors a variety of records related to the training and certification of bus drivers.
7. Assists in evaluation of transportation routes to ensure the actual routes are necessary, safe and can be operated on a timely schedule complying with all local and State regulations.

# CHURCHILL COUNTY SCHOOL DISTRICT

## SCHOOL BUS DRIVER TRAINER, continued

8. Transports students to and from school, plus students and teachers on field trips to various locations, making departure and arrival time as scheduled.
9. Dispatches drivers on regular and non-regular routes as needed.
10. Maintains bus or vehicles in a clean, orderly condition; inspects and reports any mechanical defect or malfunctions; sweeps, cleans, and refuels buses; cleans interior and exterior of buses including picking up debris, wiping upholstery; installs snow chains as required.
11. Adhere to policies and procedures in maintaining appropriate student behavior by District standards.
12. Respond to public contacts concerning transportation problems and concerns.
13. Transports students with special learning needs and physical handicaps as required.
14. Administers first aid when appropriate, and then follows District protocol by contacting appropriate administrators and school nurse in the event of a serious injury or illness.
15. Prepares and circulates list of drivers approved to check out and operate Churchill County School District vehicles.
16. Drive and evaluate routes establishing a time schedule.

**QUALIFICATION FOR EMPLOYMENT:** *(KSAs are the attributes required to perform a job; generally demonstrated through qualifying experience, education, or training.)*

### **Knowledge of:**

- Principles, methods, and techniques for training bus drivers;
- Safe driving practices and techniques; provisions of the Nevada Motor Vehicle Code, the Nevada Department of Education code applicable to the operation of vehicles in the transportation of school children, training of school bus drivers and the School Bus Drivers handbook;
- With proper training from the District's Chief School Nurse and/or designee, basic first aid procedures and methods; safety and maintenance requirements for buses and other pupil transportation equipment; and
- Basic knowledge of dispatch duties within the Churchill County School District's Transportation Department.

# CHURCHILL COUNTY SCHOOL DISTRICT

## SCHOOL BUS DRIVER TRAINER, continued

### **Skills to:**

- Operate a computer and other basic office equipment;
- Express self professionally and effectively both orally and in writing;
- Communicate effectively and tactfully;
- Counsel and assist other drivers;
- Perform appropriately in situations requiring tact and diplomacy; and
- Understand and carry out oral and written directions.

### **Ability to:**

- Drive and teach others to drive safely and efficiently all the vehicles in the transportation fleet;
- Provide classroom and behind the wheel instruction as defined by the Nevada Department of Education;
- Provide input to the Director of Transportation for driver evaluations and help maintain driver proficiency records;
- Read, interpret and explain laws, regulations and policies pertaining to school transportation;
- Maintain accurate and comprehensive training records and prepare clear and concise reports;
- Maintain appropriate student behavior on a school bus or other transportation equipment;
- Establish and maintain cooperative working relationships with those contacted in the course of work; and
- Exercise good judgment and maintain confidentiality when appropriate.

**Experience and Training Guidelines** - *Any combination of experience and training that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

### **Experience:**

Five (5) years of bus driving experience is required.

Three (3) years experience as a certified bus driver trainer is required.

Experience in conducting formal training programs desired.

One (1) year of demonstrated experience proficiently working with computers and software, (i.e. Microsoft Office: Word, Excel, web-based applications; etc.) is required.

## SCHOOL BUS DRIVER TRAINER, continued

# CHURCHILL COUNTY SCHOOL DISTRICT

## **Training:**

Possession of a high school diploma or its equivalent (GED).

Completion of professional training courses and/or seminars related to the position.

## **Required Certifications and Licenses:**

A Nevada Class B Commercial Driver's License with required endorsements that allow applicant/employee to operate a school bus or Class A commercial vehicle. License must be maintained for the duration of the assignment.

Must have a clean State of Nevada motor vehicle record at the time of hire. Must be maintained for the duration of employment.

Possession of or ability to obtain a current Cardiopulmonary Resuscitation (CPR) certificate from the American Heart Association, American Red Cross, or other similar organization within six (6) months of hire. Certification must be maintained for the duration of the assignment.

Must be able to pass and retain a USDOT CDL Physical as described in 49 CFR 391.41-49 of the Federal Motor Carrier Safety Regulations.

Must possess a current Nevada Department of Education School Bus Driver Trainer Certification.

Crisis Prevention Intervention certification (CPI) provided by a certified instructor.

**Physical and Mental/Intellectual Requirements:** *The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.*

Strength, dexterity, coordination, and vision to drive a school bus for prolonged periods of time. Strength and stamina to sit for long periods of time. Dexterity and coordination to handle emergency driving situations. Hearing ability in order to listen for behavioral concerns from students. Must be able to lift objects in excess of twenty-five pounds (25) and to occasionally lift or move objects weighing fifty pounds (50). Some bending, reaching, squatting, and stooping to do minor maintenance checks on the bus. The manual dexterity and cognitive ability to operate a bus under stressful conditions.

**SCHOOL BUS DRIVER TRAINER, continued**

# CHURCHILL COUNTY SCHOOL DISTRICT

**Please see chart below indicating specific physical requirements.**

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals are encouraged to discuss potential accommodations with the employer.

## PHYSICAL CAPACITY REQUIRMENTS FOR POSITION

(Mark with an X, leave blank where not applicable)

ESSEIAL FUNCTIONS	LESS THAN 25% OF TIME	25% TO 49% OF TIME	50% TO 74% OF TIME	75% TO 100% OF TIME
Sitting			X	
Standing	X			
Walking	X			
Bending/Stooping/Squatting/Twisting	X			
Crawling				
Kneeling				
Reaching above the body	X			
Reaching away from body	X			
Climbing Stairs	X			
Climbing while working (ladders, stools, roofs, poles)				
Balancing	X			
<b>Lifting &amp;/Or Carrying objects:</b>				
50 Pounds or 1/3 Bodyweight		X		
Pushing	X			
Pulling	X			
Grasping/Gripping	X			
Handling				
Applying Torque (arms)	X			
Fine Manipulation				
Repetitive Work				X
Weight Barring	X			
Typing, Keyboarding, or Entering Data	X			
Computer Monitor/CRT	X			
Driving a Vehicle				X
Working Alone			X	
<b>Operating Machinery or Equipment:</b>				
Heavy Equipment				
Vibrating Equipment				
Power Tools				
Machine/Electrical Hazards				
Ladders > 6 Feet				
Personal Protective Equipment				
Respirator Use				
<b>Work Conditions:</b>				

# CHURCHILL COUNTY SCHOOL DISTRICT

High Noises		X		
Heights				
Confined Spaces		X		
Heat Stress	X			
Cold Stress	X			
UV Exposure	X			
Hazardous Chemicals/Waste				
>8 Hours Per Day				
Overtime/Irregular Hours	X			
<b>Senses:</b>				
Eyes			X	
Visual Demanding Work			X	
Near Vision		X		
Far Vision		X		
Depth Perception		X		
Basic Color Discrimination				
Audio Arms		X		
Ability to Smell		X		
Hearing protection				

**Working Conditions:** Work is performed under the following conditions:

Work environment is generally clean with limited exposure to conditions such as dust, fumes, or odors. Work is normally performed inside of school bus, where noise levels may exceed the average. Disturbances from students may be frequent. May experience hazardous road conditions during the winter months of the year, as well as rain and wind throughout the year.

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

HR Dept. Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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