



PURPOSE:

• The Bus Driver Trainer trains drivers to provide clean, safe and reliable transportation to ensure that students enjoy the full advantage of school district programs and activities. To accomplish these tasks, the Bus Driver Trainer must work closely with the staff and administration of School District 9.

REPORTS TO:

• Transportation Supervisor

QUALIFICATIONS:

- High school diploma or equivalent.
- Maintain a valid Oregon Driver's license with CDL (and/or any other required endorsements) and personal transportation.
- Must meet all state requirements for Bus Drivers.
- Knowledge of provision of Oregon Department of Motor Vehicles, Department of Education laws and district policies applicable to operation of vehicles transporting students.
- Minimum three years' experience driving a school bus.
- Training and experience in record keeping, computer experience desirable.
- Ability to work with team members, students and staff.

ESSENTIAL FUNCTIONS:

- Ensure that all state transportation guidelines are followed.
- Maintain satisfactory attendance and punctuality.
- Ability to work cooperatively with staff, students and the public.
- Appropriately operate all vehicles and equipment.
- React to change productively and handle other tasks as assigned.
- Support the philosophy and mission of School District 9.

PHYSICAL REQUIREMENTS:

- Requires prolonged sitting and standing.
- Must work in noisy, crowded and stressful environments.
- Requires stooping, bending, reaching, kneeling, climbing and balancing.
- May require physical exertion to manually move, lift, carry, pull or push heavy objects or materials.
- Requires ability to carry or drag a 125 lb. person, 30 feet in 30 seconds or less.
- Requires driving skills, including ability to operate a vehicle at night.
- May require lengthy and overnight travel.
- Must work indoors and outdoors year-round.



GENERAL RESPONSIBILITIES

- Abide by all state school transportation regulations.
- Teach drivers how to provide safe and orderly transportation to and from school and school related activities.
- Develop and maintain assigned training schedule.
- Respect confidential information.
- Evaluate and provide input involving the abilities of drivers to provide safe and orderly transportation.
- Maintain accurate training records.
- See that district policies are observed at all times.
- Keep abreast of new information, innovative ideas and techniques.
- Other duties as assigned by the Transportation Supervisor.

RATE OF PAY: According to Classified Salary Schedule

This position description is intended to provide an overview of the requirements of the position. As such, it is not necessarily all inclusive and the position may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein.

Employee Signature: _____ **Date** _____