

JD LOCATOR: 4.07.2
ADOPTED: 8/02
REVISED: 7/04

TITLE: Bus Driver Training Instructor

QUALIFICATIONS:

1. High school diploma or equivalent
2. Demonstrates aptitude for the work to be performed
3. Commercial Driver's License and Missouri School Bus Permit
4. Missouri State Certified School Bus Driver Training Instructor
5. Such alternatives to the above qualifications as the School Board may find appropriate and acceptable

REPORTS TO: Transportation Director

JOB GOAL: To provide driver training assistance which effectively supports the student transportation program and improves driver performance enabling students to enjoy the district's curriculum and extracurricular programs.

JOB PERFORMANCE RESPONSIBILITIES:

1. Plans regular training sessions on appropriate topics; instructs drivers on proper procedures related to the daily operation of school bus, emergency bus evacuation, and safety.
2. Maintains a file on each driver to include documentation of training participation, school bus permits, and commercial driving license.
3. Develops a driver training program which will enable the successful completion of the road skills test for new bus drivers.
4. Assists the director in the development of a plan to reduce bus accidents and employee injuries throughout the school year by identifying and preventing avoidable mishaps. Conducts remedial training for drivers involved in preventable accidents.
5. Assists in the investigation and resolution of complaints regarding driver performance, pupil behavior, bus routing or stop locations. Observes performance and pupil behavior, contacts complainant or parent; evaluates and modifies routes considering route path, stop locations, blind corners, narrow roads, safe crossings, traffic density, and road obstacles.
6. Conducts school bus rider safety education programs in all the schools for district students. Explains and demonstrates use and function of safety equipment, emergency rules, evacuation methods, and proper boarding and exiting procedures.
7. Assists the director with mandatory school bus evacuation drills and emergency procedures twice yearly.

