

DRIVER/ASSISTANT DRIVER TRAINER

JD LOCATOR: 4.07.4

Adopted: 8/11

REPORTS TO:	Director of Transportation
CLASSIFICATION:	Classified
FLSA STATUS:	Non-Exempt
TERMS OF EMPLOYMENT:	Salary and work year as reviewed and established annually by the Board of Education
EVALUATION:	Performance of this position will be evaluated regularly in accordance with the Board's policy on the evaluation of classified staff.

JOB SUMMARY

Provides safe and efficient transportation and driver training assistance to enable students to enjoy the fullest possible advantage of the district's curriculum and extra-curricular programs.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual holding this position and additional duties may be assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

NOTE: Reasonable accommodations will be made, if necessary, to enable individuals with disabilities to perform the essential functions.

1. Performs route functions necessary to transport students and other authorized personnel safely to and from school or other designated locations in accordance with route sheet and trip ticket instructions.
2. Operates and properly secures equipment required to support transportation of students with disabilities or special needs.
3. Observes legal and defensive driving practices; assures compliance with applicable traffic and student transportation laws, codes, and regulations. Obeys all traffic laws.
4. Maintains safety precautions when passengers are boarding and departing bus.
5. Transports only authorized students and sponsors. Reports trespassing violations to the director.
6. Discharges students only at authorized stops.
7. Determines appropriate action in emergency situations according to established guidelines; administers first aid to passengers as needed.
8. Maintains a high level of ethical behavior and confidentiality of student information.
9. Utilizes two-way radios for bus to bus and bus to base communications. Reports all accidents, injuries, and delays to the director promptly. Completes required reports.
10. Promotes good public relations by personal appearance, attitude, conversation, and by the safe and professional operation of a school bus.
11. Enforces regulations against eating, drinking (except bottled water), use of tobacco, profane language, and use of head phones or cell phones on the bus.
12. Transports students to and from school-sponsored events and/or approved field trips as needed.
13. Exercises responsible leadership when on school district activity trips. Meets scheduled departure times, and prepares related logs and reports.
14. Operates, cares for, and cleans areas and equipment used in the transportation of students. Uses proper technique for cleaning and disposing of human fluids. Helps keep assigned bus clean. Sweep and empty trash daily.
15. Conducts required daily safety inspections of buses; inspects the interior, exterior, and engine of buses to assure safe operational condition; reports mechanical malfunctions or other problems as required; prepares and maintains related records.
16. Attends bus driver meetings and in-service training to improve skills, attitudes and knowledge of school bus driving and student management.

17. Is readily available in the event of emergency dismissal.
18. Regular and dependable level of attendance is an essential function for this position.
19. Any exceptions to the above responsibilities must be approved by the director of transportation.

Additional Job Performance Responsibilities Pertaining to Driver Training

1. Assists with the August Orientation.
2. Schedules training for new drivers, seasoned drivers, and bus aides.
3. Creates and maintains training files.
4. Accompanies new drivers to the testing site.
5. Assists drivers with their routes, if needed.
6. Assists with scheduling appointments for drug screening, background checks, and physicals.
7. Assists and schedules appointments with the schools for Emergency Evacuation Drills twice a year.
8. Maintains all meeting notes and sign-in sheets of employees who attended meetings.
9. Assists with dispatching, as needed.
10. Enters field trips and assists the Director with bus assignments for trips.
11. Assists with setting up routes at the beginning of the school year, adding new stops, and deleting unnecessary stops from routes.
12. Assists with route development as needed.
13. Assists with answering the phones.
14. Attends the Missouri Association of Pupil Transportation Workshops and the re-certification classes every three years.
15. Attends the Employee Screening Services class.

SUPERVISORY RESPONSIBILITIES

Supervises up to 77 students per bus

QUALIFICATION REQUIREMENTS: The individual must be able to perform each essential job duty and responsibility satisfactorily. The following requirements are representative of the knowledge, skills, and/or abilities needed to perform the job at a fully acceptable level.

EDUCATION, EXPERIENCE, AND/OR CERTIFICATION

1. High school diploma or equivalent.
2. Must be a minimum of 21 years of age.
3. Hold valid Missouri Commercial Driver's License with Passenger and School Bus endorsements.
4. Missouri Certified School Bus Driver Trainer Instructor
5. Meet the standards of the district physical exam requirements.
6. Personality and communication skills to establish good rapport with students, parents, teachers, and bus personnel.
7. Any equivalent combination of experience and training that provides the required knowledge, skills, and abilities to perform the essential functions of the position.
8. Such alternatives to the above qualifications as the Board may deem appropriate or acceptable.

COMMUNICATION SKILLS

1. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
2. Ability to write routine reports and correspondence consistent with the duties of this position.
3. Ability to speak clearly and effectively over a radio communication system, before groups of students and sponsors, and before groups of customers or employees of the organization.
4. Ability to communicate clearly and concisely both in oral and written form using a variety of communication techniques and tools to ensure the appropriate flow of information, collaborative efforts, and feedback.
5. Ability to read, analyze, and interpret information.
6. Ability to effectively present information and respond to questions, inquiries, and/or complaints.
7. Displays courtesy, tact, and respect when dealing with others.

MATHEMATICAL SKILLS

1. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY

1. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists and in a fast-paced, high pressure environment.
2. Ability to interpret a variety of instructions and information furnished in written, oral, diagram, or schedule form.
3. Ability to identify and define problems, collect and analyze data, establish facts, and draw valid conclusions.

OTHER SKILLS AND ABILITIES

1. Maintains appropriate confidentiality.
2. Promotes a harassment-free environment.
3. Establishes and maintains effective working relationships; demonstrates a commitment to teamwork.
4. Ability to learn and upgrade job skills in order to meet changing demands of the position.
5. Ability to react well under pressure, handle and balance multiple demands at one time, work with frequent interruptions, and perform duties and tasks at expected levels of professionalism.
6. Extensive knowledge of and ability to perform duties in full compliance with all district, Board of Education, state and federal laws, methods, requirements, policies, procedures, and activities pertinent to the duties of this position.
7. Ability to work independently with minimum supervision.
8. Ability to use independent judgment and demonstrates initiative to act without being asked.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Ability to operate a motor vehicle and operate wheelchair lifts, ramps, and securement locks. Continual sitting, reaching, and repetitive hand and arm motions. While performing the duties of this job, the employee is required to talk and hear; stand; use hands to finger, handle, or feel; and reach with hands and arms. Frequent walking, stooping, bending, kneeling, crouching, crawling, pushing and pulling. Moderate lifting and/or carrying up to 50 pounds or more. Specific vision abilities required by this job include close vision, distance vision, depth perception, and ability to adjust focus during the hours of daylight and darkness.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is frequently exposed to outside weather conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; and vibration. Frequent interaction among unruly children. Occasional exposure to blood, bodily fluids and tissue. Occasional evening/weekend/summer work. Occasional driving during the hours of darkness. The noise level in the work environment is usually moderate to loud.

ACKNOWLEDGMENT

I have received a copy of this job description. It has been discussed with me and I have freely chosen to comply with the performance and behavior/conduct expectations contained herein.

Employee's Signature	Date	Supervisor's Signature	Date
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