# SAMPLE SCHOOL DISTRICT JOB DESCRIPTION

**CLASS TITLE: BUS DRIVER TRAINER**

**BASIC FUNCTION:**

Train new and continuing School Bus Drivers; to regularly review and appraise the skill and safety of School Bus Drivers; and to perform related work as required.

# REPRESENTATIVE DUTIES:

Plan and organize bus driver training program in compliance with Colorado State laws.

Instruct prospective and new School Bus Drivers in the proper method of operating and maintaining a school bus in an efficient and safe manner.

Train drivers of special education students in methods of safe transportation of wheelchairs, car-seats, harnesses, collapsible strollers and other restraints needed for safe transportation of special education students on buses.

Set up a program for reviewing performance and fill out performance evaluations based on check-rides with new, prospective and existing bus drivers.

Develop and maintain school bus safety, accident prevention, and investigation programs; prepare reports and maintain related records and files.

Conduct classroom instruction programs.

Maintain records and prepare reports regarding bus driver’s classroom, behind the wheel and in-service training hours, and expiration dates of driver’s licenses and certificates.

Qualify bus drivers for field trips by training and evaluating trips. Drive a school bus over designated routes in emergency situations. Assist in the investigation of accidents and complete required reports. Perform related duties as assigned.

# KNOWLEDGE AND ABILITIES:

**KNOWLEDGE OF**:

* Safe driving practices and defensive driving practices.
* State and local traffic laws and regulations.
* Special needs of disabled passengers.
* Principles and techniques of conducting classroom and behind-the-wheel training.
* Provisions of the Colorado Model Traffic Vehicle Code and the Colorado Department of Education Rules and Regulations for the operation of vehicles in transporting students.

# ABILITY TO:

* Plan and conduct a School Bus Driver training program.
* Train and evaluate School Bus Drivers.
* Maintain records and prepare reports.
* Drive a school bus safely and efficiently.
* Maintain order among students on a school bus.
* Recognize malfunctions in equipment and take appropriate action.
* Follow oral and written directions.
* Work cooperatively with others.
* Learn accident review and investigation procedures.
* Lift, carry, push and pull heavy objects up to 50 lbs.

# EDUCATION AND EXPERIENCE:

# LICENSES AND OTHER REQUIREMENTS:

* CDE ELDT Instructor Certificate.
* Current Class B (or higher) with S and P endorsements
* Presentation and continuance of a satisfactory driving record
* Maintenance of a negative drug and alcohol test certification.
* CPR/First Aid Certificate must be maintained throughout the validity of the license if the waiver is used.

# WORKING CONDITIONS:

**ENVIRONMENT:**

School bus and indoor environment. Driving a vehicle to conduct work. Constant interruptions.

Incumbents in this class may be required to respond to emergency calls in the case of catastrophic events.

# PHYSICAL DEMANDS:

Sitting for extended periods of time when operating a transportation vehicle. Bending at the waist, kneeling or crouching.

Reaching, pulling and pushing to open bus doors. Lifting moderately heavy objects.

# HAZARDS:

Traffic hazards.

Driving a vehicle during adverse weather conditions.

Board Approved: May 4, 2006