



Position Description

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| TITLE: | Transportation Specialist – Driver Trainer | REPORTS: | Director of Transportation |
| WORK YEAR: | 12 months | COMMUNITY: | Operations |
| FLSA: | Non-Exempt | CLASSIFICATION: | Professional-Technical |
| SALARY: | Professional-Technical Salary Schedule Grade 118 | ISSUED: | April 29, 2026 |

BASIC FUNCTION:

This person is responsible for training new and current school bus drivers in all areas of school bus driving and safety.

REPRESENTATIVE DUTIES:

Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.

E = ESSENTIAL FUNCTIONS

Supervises bus drivers; trains, motivates, coaches, corrects, and provides input into evaluation of drivers including required annual check ride observations.

Develops and conducts driver training programs; conducts classroom and on-bus training in compliance with current state regulations and district policies. Prepares new drivers for the CDL skills test; conducts OSPI mandated training; conducts district policy and procedure training related to school bus operation.

Conducts OPSI mandated annual in-service training for continuing certification of drivers; ensures cross training of drivers with various vehicles and equipment; provides individual training to drivers as needed; maintains training records.

Plans, implements, and maintains school bus training and operational safety programs for bus drivers to ensure student safety; disseminates information; implements changes as required.

Communicates with students, parents, drivers, school administrators, transportation staff, and the public regarding transportation concerns; attends meetings with parents, students, and school administrators; resolves and/or refers problems as appropriate.

Performs road checks for adverse weather conditions and hazards; checks bus stops for safety and special needs accessibility.

Coordinates with district personnel on safety matters; investigates bus accidents; maintains liaison with district personnel and law enforcement agencies regarding bus accidents; maintains liaison with school principals, parents, and the public on bus safety, including emergency exit drills and procedures. Processes stop paddle violations with law enforcement.

Recruits, interviews, trains, and recommends new drivers for hire.

Assists in bus inspections.

Recommends corrective and disciplinary actions for drivers as necessary; attends meetings with students, parents, and administrators.

Oversees and monitors driver trainers; trains, monitors, coaches, and corrects bus drivers; observes driving; discusses driving problems and complaints; maintains, communicates, and monitors performance standards; provides input to performance evaluations of drivers, including traffic safety, physical operation, student control, and public and student relations; maintains driving and evaluation records.

Responds to school bus accidents. Administers DOT accident protocols. Coordinates with insurance, KSD risk management and law enforcement. Maintains records of district vehicle accidents. Lead and coordinate the KSD Transportation accident review committee. Determine if driver retraining is necessary.

Maintains driver certification and district required employee records in accordance with prescribed district policy.

Updates OPSI 1799 driver credential compliance database.

Assists with dispatching, route, maps, and time schedule preparation.

Drives buses as required to demonstrate or provide back up or relief in emergencies; performs dispatching duties as needed.

Contacts city and county regarding road and walkway conditions and improvements.

Serves as member of the transportation team of the district; performs related duties consistent with the scope and intent of the position as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience

- High school graduation or equivalent.
- Completion of state-approved driver trainer course.
- Three years of successful bus driver experience.

Licensing and Certification

- Valid OSPI School Bus Authorization
- CDL B, P1, S Endorsement
- Valid Washington State bus driver trainer certification. (DITC)
- Valid DOT Medical Examiners Certification
- First aid and CPR certification – Certified Instructor preferred.

PREFERRED QUALIFICATIONS:

- Successful completion of the Washington State pupil transportation supervisor's training program.

Employment eligibility that may include fingerprints, health (TB), and/or other employment clearance. Must have valid driver's license and automobile available for use. Must be willing to attend evening and weekend meetings.

(Allowable Substitutions: Any combination of experience and training which provide the incumbent/applicant with the knowledge, skills, and ability required to perform the work, as determined by the district.)

REQUIRED KNOWLEDGE AND ABILITIES:

Must demonstrate a successful level of the knowledge, skills, and abilities listed below:

- Some knowledge of safety standards, laws, codes, rules, regulations, policies, and procedures relating to pupil transportation.
- Some knowledge of the district's streets, highways, and boundaries.
- Ability to operate a two-way radio.
- Ability to operate a computer and learn the operation of specific software programs.
- Ability to establish and maintain effective working relationships with district staff, parents, and the public.
- Ability to observe, monitor, and evaluate employee performance.
- Ability to maintain accurate records.
- Ability to read and interpret road and street maps.
- Ability to communicate effectively.
- Ability to make presentations to small and large groups.
- Skill in operating various models of school buses safely and effectively.
- Skill in effective training techniques.
- Skill in problem resolution.

WORKING CONDITIONS:

Environment:

Office and road environment; requires visual concentration and precision; exposed to road and traffic hazards; required to ride buses with novice drivers; occasionally required to be accessible during off-hours to respond to emergencies or evaluate road conditions; required to deal with distraught or angry people; and must be physically able to install chains and perform emergency exit drills.

Physical demands:

- Bending at the waist, kneeling or crouching, and reaching to retrieve and maintain files and records.
- Reaching overhead, above the shoulders and horizontally.
- Dexterity of hands and fingers to operate standard office equipment, computer keyboard, and other equipment necessary to complete the required duties.
- Hearing and speaking to exchange information in person and on the telephone.
- Visual ability to read, and to prepare/process documents and to monitor various services and personnel.
- Sitting for extended periods.
- Standing for extended periods.
- Walking over rough or uneven surfaces.
- Climbing, occasional use of stepladders.
- Physical activity may be required, which could include moderate lifting.

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.

Hazards:

- Extended viewing of computer monitor and working around and with office equipment having moving parts.

In compliance with the Americans with Disabilities Act, the Kent School District will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the Community of Human Resources.