

ROUTE DRIVER IN TRAINING

Classification: Transportation

Location: Transportation Department

Reports to: Director of Transportation

FLSA: Non-Exempt

Bargaining Unit: Non-represented (temporary)

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Part I: Position Summary:

This position serves as a temporary placement for new route drivers in training. Trainee will have the opportunity to learn to safely operate all school buses under all types of weather conditions, including, but not limited to fog, rain, sleet, snow, and ice. Responsibilities will include safely transporting students and other authorized persons over regular "to and from school" routes, and on field, co-curricular, and special or extra activity trips as authorized by the school district officials. The trainee is expected to interact in a positive, professional manner with students, parents, the public, and school authorities. The trainee will learn to prepare reports; know and observe rules and regulations governing the performance of their duties.

Part II: Supervision and Controls over the Work:

Work is performed with direct supervision consistent with training, district policies and procedures, equipment safety rules, traffic safety rules, laws, and regulations. Work is evaluated for safety, compliance, and equipment operation.

Part III: Major Duties and Responsibilities (depending on specific assignment):

1. Will learn to drive school bus on scheduled routes and trips in support of District approved activities, both within and outside the school district boundaries.
2. Will learn to communicate with parents to provide and/or exchange information on the student as necessary and consistent with district policies and requirements. Will maintain full confidentiality of student information as required by FERPA rules.
3. Will learn to operate all school bus equipment and accessories, including, but not limited to, adaptive equipment for special needs (e.g., wheel chair lifts).
4. Will demonstrate knowledge of regulations, skill and adherence to Oregon Department of Education (ODE) requirements for transporting students with special needs.

5. Will demonstrates skill in pupil management and ability to attend trainings regarding special needs transportation as required.
6. Will learn to adhere to requirements and demonstrate compliance with ensuring lifts, seat belts, securement straps and attachments of wheelchairs and other safety equipment are in proper working order and correctly used to manufacturer specification and District standards.
7. Will learn to complete pre-trip and post-trip inspection (clean school buses, including interior/exterior sweeping and washing), as required by department standards and supervisory directives.
8. Will learn to maintain control of student passengers, as related to safety and behavior consistent with district policy and procedures. Will report unsafe actions or conditions.
9. Will successfully complete school bus driver training programs and courses established by the state, and completes training programs and courses as offered by the transportation department.
10. Will learn to completes legible and accurate forms, records, timesheets, and other documentation as may be required by the state or District policies.
11. Will learn to operate all hand and foot controls installed in a school bus as required by state and school bus specifications.
12. When and if an emergency arises, will learn to render first aid to the injured, make proper reports of accidents, and safeguard other vehicles.
13. Will learn to operate a school bus in accordance with the laws of the state and policies.
14. Will learn to perform required operational and safety inspections of the school bus and related equipment.

Performs other duties as assigned.

Part IV: Minimum Qualifications

Incumbents must have successful experience in working with culturally diverse families and communities, or have otherwise demonstrated a commitment to strengthening engagement of a diverse community and skill in communicating with a diverse population.

- High School Diploma or equivalent.
- Strong understanding and history of successful customer service and ability to establish and maintain effective relations with patrons and staff.

- Effective oral and written communications; analytical ability, and knowledge and skill in the use of office technology and office software.
- Ability to work both independently and cooperatively.
- Ability to organize work, set priorities, and meet deadlines.
- Ability to follow a map and/or directions.
- Be eligible to acquire a Commercial Driver License and possess a safe driving record.
- This position is subject to random drug testing under Department of Transportation guidelines and in compliance with District Anti-drug and alcohol prevention programs.
- Be eligible to obtain a school bus driver's certification and any appropriate licensing endorsement.
- Ability to complete first aid certification and be willing and able to apply emergency first aid.

Part V: Desired Qualifications:

- Bilingual and bicultural skills.

Part VI: Physical and Environmental Requirements of the Position:

The physical demands and work environment 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 pass the department of transportation (DOT) physical and agility screening to obtain a Medical Examiner's Certification (MEC).
- Possesses sufficient strength and agility to assist ill or physically impaired students to enter or exit a school bus through passenger service door; able to move about in an over-turned bus; provides assistance to students in evacuating bus.
- While performing the duties of this job, the employee is frequently required to sit, talk, lift, carry, move about, hear and speak. Employee may be required to perform extensive work at a computer display terminal.
- The employee must occasionally lift and/or move 25 to 50 pounds and must be able to lift and move students of greater weight in emergency situations.

- Required to work in all weather conditions.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- May be exposed to infectious body fluids when rendering assistance and first aid to students.