

Richland School District Two

JOB DESCRIPTION (Revised August 2021)

JOB TITLE: Transportation – Driver Trainer

FLSA Status: Non-Exempt
Pay Grade: Grade 11
Days of Work: 225 Days

GENERAL STATEMENT OF JOB

Under the Direction of the Transportation Training and Driver Safety Manager and in conjunction with the Transportation Driver Training Specialist, the Transportation Driver Trainer is responsible for conducting training offered as part of the transportation department's driver training and safety programs. This position is responsible for providing accurate and effective initial and remedial/annual training for relevant staff and providing information and documentation for use in relevant reports and submissions. This position is also responsible for providing assigned drivers knowledge and training on all DOT, DMV and District rules & regulations and helping the Department and its drivers achieve and maintain the highest safety standards possible. Maintains effective, continuous, and courteous communication with all parties. The position requires regular and routine completion of school bus driver functions and routes. Reports to Transportation Training and Driver Safety Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Maintains an in-depth knowledge of current SC Department of Education (DOE) and state and federal Commercial Driver's License (CDL) compliance rules and procedures relevant to school bus transportation.

Maintains a Commercial Driver's License (CDL) Class B or Higher with a P&S endorsement, a SDOE School Bus card, and valid DOT medical card, as well as SCDOE Behind the Wheel certification and SCDOE Physical Performance Test (PPT) Certification.

Performs a minimum of 10 hours of behind the wheel training to qualify drivers for school bus driver endorsements and restrictions on their commercial driver's license (CDL).

Conducts CDL pre-trip and basic skills training and testing in accordance with Department of Public Safety (DPS) regulations.

Conducts SDOE mandated driver training and testing for certification and maintenance of certification for school bus drivers and District-identified remedial training and audit rides to increase driver proficiency; Conduct state renewal and assessment driving test and Conduct on-demand audit rides and remedial training as required.

Evaluates school bus drivers and driver candidates on their ability to meet SDOE physical performance standards; Conduct State Physical Performance Test (PPT).

Assists in conducting annual reviews of railroad crossings used by school buses and provides information to the transportation team concerning proper routing across railroad tracks.

Provides timely and accurately information needed by Transportation Hub Managers to complete relevant reports and submissions and to evaluate program effectiveness, including completion of drivers training progress report.

Serves routinely and regularly as a substitute school bus driver to ensure the safe transportation of students to and from various schools or other authorized locations to ensure ongoing knowledge of the daily expectations and functions of a school bus driver and to ensure the District's transportation needs are met.

Participates in all required trainings and meetings, including annual in-service training for all drivers, monthly Transportation Department Safety meetings at assigned Hub, and monthly training meetings.

Performs other duties as assigned or requested.

MINIMUM TRAINING AND EXPERIENCE

Must be a high school graduate or equivalent preferred with a minimum of five years of experience in school bus transportation at least three years of which must be SC school bus experience. Must possess and maintain a Commercial Driver's License (CDL) Class B or Higher with a P&S endorsement, a SDOE School Bus card, and valid DOT medical card. Must possess and maintain SCDOE Behind the Wheel (BHTW) certification and SCDOE PPT Certification.

JOB REQUIREMENTS

Knowledge:

Must have thorough knowledge of federal, state and District regulations and laws concerning pupil transportation, including special needs transportation. Must possess in-depth knowledge of school bus driver training and certification requirements. Thoroughly understands the limitations and hazards involved in operating assigned equipment and is capable of effectively training others on the use of such equipment. Must be proficient in the use of Microsoft Office and Google Suite applications and be able to communicate electronically via email, and manage electronic data and files in an organized manner. Must be familiar with the District Emergency Procedures and inclement weather plan. Capable of training others on the requirements for maintaining the appearance of assigned/designated equipment. Knowledge of the proper forms and procedures to be completed for reporting student misbehavior, equipment failure, daily activity, mileage and time records. Knows the proper procedures for handling/resolving emergency situations. Possesses knowledge of the location of all schools in the district and other district buildings, (R2I2, hubs).

Skills:

Has the ability to communicate effectively with bus driver candidates and effectively present training classes; must be comfortable presenting instruction both individually and to large groups of drivers. Is able to apply sound judgment and reasoning to complete school bus incident and accident investigations. Completes assigned tasks in a safe, efficient and effective manner. Has

the ability to read regulations, policies and directives and assist in determining training and safety requirements. Ability to exercise independent judgment in the areas of day-to-day operation, coordination, planning, scheduling, etc. Ability to properly manage student discipline. Possesses the ability to communicate professionally and effectively with others, both verbally and in writing. Able to respect and maintain confidentiality. Able to provide a wide range of complex and confidential administrative duties. Must have excellent organizational skills with attention to detail. Must be self-motivated, responsible, and dependable, able to prepare technical documents from written drafts. Must be able to perform and administer (PPT). Attend other safety meetings and education classes.

Additional Physical, Cognitive, and Other Requirements:

Must be able to meet the physical expectations of the relevant PPT test. While performing the duties of this job, the employee is frequently required to sit for extended periods, as well as move about within a school bus, bus lot, or other work environments. The employee is also required to frequently and routinely communicate and exchange accurate information with trainees and other stakeholders as part of the training process. Must be able to record and exchange data, and follow or deliver detailed verbal or written instructions. Duties of the job require routine keyboard operations and use of a computer monitor and related equipment. The employee may be required to use hands to finger, handle, feel, and/or reach bus equipment or hand controls. The employee is occasionally required to stoop, kneel, or crouch or otherwise position themselves as needed to complete pre-trip inspections or student supervision activities. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Working Conditions:

Work is conducted in a variety of conditions including an office environment, various classroom facilities, on a school bus (without air condition), outside and on paved surfaces, etc. as a driver, a driver trainer, and as a training passenger on a school bus. Includes periods of standing and walking that may extend for several hours. Requires the ability to work under a degree of stress related to the training of driver applicants, the supervision of students on school buses, and in assisting in accident investigations. Duties involve the ability to drive, and train others to drive a school bus in varying weather conditions which mean exposure to conditions such as heat, cold, rain, humidity, etc., and at times to drive on poor road conditions. Physical demands are related to the operation of a school bus wherein one is required to operate handbrakes and other controls, and monitor the activities of passengers and trainees. Requires travel to schools and various roads throughout the district on a routine basis.

Responsibility:

No direct budgetary or supervisory responsibility.

DISCLAIMER STATEMENT

This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required.

EEO STATEMENT

Richland School District Two is an Equal Opportunity Employer and does not discriminate on the basis of age, sex, race, color, religion, national origin, handicap or disability, or any other protected characteristic in admission to, access to, treatment in or employment in its programs and activities.

SIGNATURES/APPROVAL:

_____ Date: _____
_____ Date: _____
_____ Date: _____