

Job Title: Driver Trainer
Classification: Transportation
Reports To: Department Administrator

General Description: Under the direction of the Transportation Director, is responsible for program duties related to driver training supporting the general educational process. This position may include, but not be limited to, the following performance responsibilities, qualifications, knowledge, skills and abilities.

Performance Responsibilities/Essential Functions:

1. Works with the supervisor in interviewing and hiring bus drivers.
2. Provides required training necessary for licensing new school bus drivers.
3. Instructs bus drivers as needed and/or assigned (i.e. orientations, classroom, behind the wheel certifications, re-training and annual in-service) for the purpose of providing educational opportunities for bus drivers to ensure that all state and federal regulations are met and that district transportation processes are performed in a safe and efficient manner.
4. Works with drivers to solve transportation safety concerns.
5. Provides input to the supervisor regarding safety related problems.
6. Participates in meetings, in-service trainings, workshops, etc. as required for the purpose of conveying and/or gathering information required to perform the job functions.
7. Assists the supervisor with performance evaluations for bus drivers by conducting check ride evaluations.
8. Recommends program changes to the supervisor.
9. Drives route(s) as assigned (also see bus driver job description).
10. Performs a variety of clerical duties in support of district transportation operations; provides information concerning transportation functions, activities, policies and procedures; prepares and distributes some correspondence; and establishes/maintains the driver training filing system (i.e. driver credential and State mandated training materials).
11. Participates in new learning as determined by the district/building.
12. Performs other duties as assigned.

Qualifications:

Education and Experience:

1. High school diploma or equivalent.
2. Valid Washington State Driver's License, with acceptable driving record.
3. Valid Commercial Driver's License (CDL), (Washington State Class B with passenger "S" for school bus driver, and air brake endorsements) with valid Washington State Bus Driver certification, obtained by the successful completion of school bus driver training class.
4. Maintain a valid Driver Trainer certification (renewed annually).
5. First Aid/CPR with AED certificates.

6. Medical exam every two (2) years.
7. Selected applicants must be willing to take, and must pass, a physical abilities test, at the district's expense.
8. Blood Borne Pathogen Training, provided at time of hire.

Knowledge, Skills, and Abilities:

1. Knowledge and application of all safety procedures for bus drivers.
2. Knowledge of dealing with medical problems related to transporting students.
3. Knowledge and skills in computer usage, software and navigation.
4. Skills in organization, time management, flexibility and multitasking.
5. Ability to present professional appearance and attitude.
6. Ability to be proficient in operation of all fleet vehicles.
7. Ability to attend all mandatory meetings and training.
8. Ability to meet and continue to meet all requirements listed in Washington Administrative Code (WAC) 392-144.
9. Ability to perform duties through written and verbal communication.
10. Ability to train and teach all aspects of driver training.
11. Ability to maintain strict confidentiality of student information at all times, including on site, interdepartmentally, between buildings, and within the community.
12. Ability to take direction in a professional manner and follow through.
13. Ability to exercise sensitivity in dealing with individuals of diverse socio-economic backgrounds, cognitive and physical abilities as well as with individuals of diverse cultural and ethnic backgrounds.
14. Ability to maintain good working relations with co-workers, staff, students and community members.
15. Ability to follow SSD policies, procedures and protocols.
16. Ability to maintain a consistent presence at assigned work location and fulfill assigned hours.
17. Ability to provide a positive and service-oriented attitude to any and all staff, parent and community member.

Working Environment & Physical Requirements:

This job description outlines the general nature and level of work performed by employees in this role. It is not intended to describe all duties, responsibilities, or qualifications. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

Revised: 07/2020; 12/2024 (ADA)