Jordan School District

CLASSIFIED JOB DESCRIPTION

Job Title: **Transportation Trainer Senior (X50)** Job Family: 11

Department: Transportation Lane Placement: **10**

Supervisor's Title: Director of Transportation, Coordinator Contract: 245 Days

FLSA Classification: Non-Exempt Hours per day: 8

Department Approval: Date: 7-1-15

ADA Review: Date: 7-2-15

Human Resource Approval: Date: 7-1-15

Superintendent Approval: Date: 7/7/15

Original date: 12/90 Revised: 06/93 Revised: 02/95 Revised: 01/99 Revised: 07/08
Revised: 07/15 Revised: _____ Revised: _____ Revised: _____

GENERAL FUNCTION

Under the supervision of the Director of Transportation and Coordinator, the **Transportation Trainer Senior** Assists in certifying all District bus drivers and conducts initial certification and re-certification training for each driver. Conducts classes in bus safety and rider ship procedures for all ages of students in the District. Reviews all District accidents and coordinates the accident review committee. Provides day to day work direction for the transportation trainer.

The incumbent is responsible to follow all policies and guidelines as detailed by District policy.

ESSENTIAL FUNCTIONS

- Perform driving portion of the Commercial Driver License (CDL) test for State certification of drivers. Provide support for drivers to prepare for the CDL test. Act as a third party tester for the State as needed. Train bus attendants as directed. Coordinate the reimbursements for physicals and CDL renewals.
- Review, maintain and ensure all certifications, licenses and physical exams are current.
- Schedule and instruct transportation and safety related courses and tests for the District in accordance with the USOE standards.
- Assist with the semi-annual bus safety inspection by the Highway Patrol.
- Develop, with staff and administrator input, a multi-level education program for students who ride the bus in the District. Prepare certificates for schools.
- Oversee the daily work and training of the transportation trainer or assistants.
- Chair the accident review committee. Assist in evaluation of accidents/incidents, report and make recommendations to the director for corrective action. Work with local police agencies regarding investigations as directed. May investigate accidents on-scene and may testify in court.
- Administer the School Bus Safety skills competition on the District, Region, and State level and prepare certificates as needed.
- Prepare and update training manuals and training aids for department.
- Assist the District risk management in completing insurance claims and prepare annual risk management reports.
- Interact with the public, principals, students, and drivers to mediate and solve problems. Work closely with new drivers on training and substitute drivers who are continually being trained and retrained. Interface with office staff to ensure smooth operation.
- With direction from the coordinator, work with school administration to investigate and recover all provable vandalisms and damages to busses and equipment.
- Assist with annual on-site inspections and prepare data with State Risk Management.
- Track drug and alcohol testing and new hire tests. May request these tests following accidents.
- Coordinate physical assessments for the department. Maintain confidential testing files.
- Under the direction of the coordinator, perform safety review evaluations for sub drivers.
- Assist with the random bus inspection program for the department.
- This position requires punctual and regular daily attendance.

NON-ESSENTIAL FUNCTIONS

- Other duties as assigned.
- Attend training seminars when required. Participate in committees as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an incumbent assigned to this position.
- Incumbent is required to perform other related functions as assigned. Other related functions can be performed for no more than 20% of an employee's normal workweek (i.e. eight (8) hours per week, or thirty-two (32) hours per month).

QUALIFICATION REQUIREMENTS

- Incumbent must be fingerprinted and clear a criminal background check.
- Will be subject to pre-hire and random drug testing.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, knowledge and experience requirements; the machine, tools and equipment used; and any licenses or certifications required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Minimum Job Qualifications:

- Requires High school diploma, GED or equivalent as reviewed by the Department of Human Resources. Verification may be requested.
- Requires an Associate's degree in related field PLUS four years of successful related work experience or an equivalent combination of education and experience.
- Requires current certification as a USOE District level instructor.
- Requires three years of successful experience driving a school bus.
- Requires a CDL with proper endorsements.
- Must maintain DOT Commercial Driver Fitness Form.
- Requires bi-annual completion of the Utah State Office of Education Physical Performance Assessment standards for Utah School Bus Drivers.
- Supervisory experience preferred.
- Ability to effectively present information and respond to questions from principals, directors, administration, employees or the general public.
- Demonstrated expertise in computer programs, including Microsoft Word, Excel, etc.
- Demonstrated competence in being proactive, motivated, organized and results-oriented within a fast-paced, highly demanding environment.
- Requires excellent communication skills both oral and written.
- Must demonstrate competence in reading, writing and math.
- Requires ability to train employees using a variety of effective teaching methods.
- Requires the ability to operate all types of buses.

NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

Machines, Tools & Equipment Used:

- Operates all types of buses.
- Occasionally operates computer, audiovisual equipment, copy machines and two-way radio.

Physical Requirements – Not limited to the following:

- Frequent continuous sitting (up to 3 hours at a time), eye/hand coordination and operating of foot controls without visualizing.
- Occasional lifting from floor to waist and carrying of 50 pounds, pulling/dragging up to 125 pounds, kneeling in awkward positions and ascending/descending bus stairs.
- Constant near visual acuity, far visual acuity, color vision and hearing.
- Job stress is experienced due to adverse weather conditions, pressures to meet schedules, student behavior, medical problems (e.g. seizures) and the responsibility for the safety of students.

- Occasional (0-33%) Frequent (34-66%) Constant (66-100%)
- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Possess the physical, mental and emotional stability to work under stressful condition, including but not limited to: deadlines, contract requirements, inspection requirements and interaction with critical personnel.

NOTE: *This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.*