

## JOB POSTING

### Job Details

*Title* Lead Driver / Trainer

#### *Description* QUALIFICATIONS:

1. High school diploma or GED equivalent; some college preferred.
2. Clear and valid Texas commercial driver's license with Passenger (P) and School Bus (S) endorsements.
3. Minimum two (2) years of experience as a school bus driver preferred.
4. Two (2) years of experience as a manager or supervisor preferred.
5. Ability to train both small and large groups, training experience preferred.
6. Ability to read and implement documents, including policies and procedures manuals.
7. Ability to receive and give written and verbal instructions.
8. Ability to operate a bus.
9. Ability to manage personnel.
10. Ability to use personal computer and software.
11. Effective communication and presentation skills.

#### ESSENTIAL FUNCTIONS:

1. Coordinate and schedule all bus driver and attendant training including state required bus driver safety certification and recertification training.
2. Research, compile and distribute new laws, procedures and safety information relative to pupil transportation to bus drivers and attendants.
3. Develop and revise training program materials including but not limited to bus driver safety handbooks and forms.
6. Support the employee new hire paperwork sessions.
7. Maintain records and files and prepare reports relative to training bus drivers, including state required training certificates and annual training mileage reports.
8. Supervise and evaluate all driver and attendants.
9. Make sound recommendations relative to personnel, placement, transfer, retention and dismissal.
10. Maintain training data bases.
11. Perform other duties as assigned by the Director of Transportation.

#### WORKING CONDITIONS:

Maintain emotional control. Clear speech. Continual sitting, reaching, and repetitive hand and arm motions. Work outside and inside; moderate exposure to noise, extreme temperatures, and vehicle fumes.