

Job Title: LEAD DRIVER/TRAINER**Wage/Hour Status: N/A****Reports to: SUPERVISOR TRANSPORTATION****Pay Grade: AUX 5****MIN \$16.77 / hour****MAX \$24.65 / hour****Dept. /School: TRANSPORTATION****Date Revised: 12/05/14**

PRIMARY PURPOSE: Responsible for the safe and orderly transportation of students on assigned route. Cover any open routes as assigned in a cooperative and professional manner. Train all new employees and current employees to meet the requirements to drive a school bus in Texas.

QUALIFICATIONS:**Education / Certification:**

1. Must possess Valid Class B-CDL with a P and S endorsement.
2. Must have a high school diploma or equivalent.
3. Must have certification of good health as required by the State of Texas and signed by a licensed physician. Ability to pass department physical dexterity test.
4. Must have an acceptable driving record as determined by the Texas Department of Public safety and by SFISD as well as any other local, state and federal requirements. Complete and pass the Texas School Bus Drivers Course.
5. TAPT certifications preferred.
6. Completion of Train the Trainer course preferred.

Special Knowledge/Skills:

1. Must be 21 years of age.
2. Must be able to follow verbal instruction.
3. Must be proficient in student management skills
4. Must be proficient in reading route descriptions and maps.
5. Must pass pre-employment physical and DOT drug test.
6. Must attend 20 hour School Bus Driver Certification class and attend Re-certification class every 3 years.
7. 2 years experience with Santa Fe ISD preferred.
8. Must have an interest in the education and welfare of children.

Major Responsibilities and Duties:

1. Observe all traffic laws and safety regulations for school buses.
2. Maintain an excellent attendance record.

3. Maintain required records and written reports.
4. Drive or monitor different regular or special needs routes on a daily basis as assigned
5. Train and evaluate applicants requesting approval as a delegated behind the wheel trainer.
6. Conduct driving performance evaluations on employees and report results to the director.
7. Report any and all safety issues to the supervisor verbally and by e-mail immediately.
8. Train and record emergency evacuation procedures and radio communication procedures
9. Conduct all remedial training for driver's and coaches
10. Attend training workshops and certification classes offered to stay updated on current laws and training methods.
11. Ability to provide quality classroom instruction to keep driving personnel updated.
12. Maintain and assist drivers with updated route material and assist drivers with student management.
Observe all traffic laws and safety regulations for school buses and all district vehicles.
13. Train and evaluate applicants and current employees requesting driver certification for the district.
14. Maintain updated driver training manuals and material related to passenger transportation.
15. Coordinate and evaluate the districts behind the wheel bus driver training program.
16. Assist in keeping trip busses and spare busses fueled and cleaned.
17. Communicate with school administrators, campus staff, parents and students in such a manner as to encourage their cooperation and respect.
18. Follow assigned route and adhere to established schedules.
19. Maintain discipline and report student discipline problems to appropriate administrators and parents.
20. Cooperate with supervisory staff in basic checkout and emergency procedures.
21. Perform a post and pre-trip before and after each operation and prepare and submit work orders as needed.
22. Provide student counts and reports as requested.
23. Report all accidents, vehicle damage, and student injuries, and complete required reports.
24. Operate two-way radio equipment and communicate with transportation office.

25. Keep assigned bus clean and fueled.
26. Maintain safety precautions when students are boarding and departing bus.
27. Attend all in-service training programs and monthly staff meetings.
28. Display tolerance necessary for accepting supervision for and criticism of job performance.
29. Work in harmony with supervisory, faculty, and peer personnel.
30. Support and follow administrative and Board policy.
31. Represent the school system to the community in a positive, professional way.
32. Maintain a sincere, friendly attitude toward patrons.
33. Perform other duties as assigned.

EQUIPMENT USED

School Bus, fueling Station, general office equipment, special needs wheel chair and student securement systems, bus wash and any other equipment needed in the daily operations of transportation department.

WORKING CONDITIONS

Mental Demands:

- Ability to communicate effectively written and orally.
- The ability to maintain effective control over groups of students of all ages.

Physical Demands/Environmental Factors:

- Use of hands, light lifting (at least 25 lbs), pushing, reaching, stooping, bending, and kneeling. Works outside & inside; work around moving vehicles; constant noise; exposure to fumes, smoke, gasoline, diesel, chemicals, dust; slippery or uneven walking surfaces.

TERMS OF EMPLOYMENT:

Work year established by the Board; salary according to current schedule.

EVALUATION:

Performance of this job will be evaluated annually.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved by _____ Date _____

Reviewed by _____ Date _____