

Transportation Trainer

Posting ID:

Description: PRIMARY PURPOSE:

Develop and implement training programs to improve the level of performance of the transportation department employees. Helps plan and monitor bus drivers' ability to operate and service district vehicles. Ensure safe and orderly transportation of students on assigned route. Operate a school bus that transports students and other authorized personnel to and from school or other designated locations.

QUALIFICATIONS:

Education/Experience:

High School Diploma or GED

Valid Class B Commercial Driver's License (Texas), with school bus (S) and passenger (P) endorsement
Texas A&M Engineering Extension Service (TEEX), School bus driver instructor qualified (Preferred)

Special Knowledge/Skills:

Must be 21 years of age or older

Ability to follow written and verbal instructions

Ability to communicate effectively

Acceptable driving record according to Texas Education Agency standards

Personal Computer skills desired

Experience:

Experience as a certified school bus driver

Experience in planning operations preferred

Experience in Word, Excel, and PowerPoint

MAJOR RESPONSIBILITIES AND DUTIES:

1. Demonstrates thoroughness, reliability and a high degree of accuracy in performing work assignments.
2. Conducts school bus evacuation training at each campus
3. Plans and conducts classroom instruction/In-Service for Transportation Dept. staff.
4. Schedules all drivers (coaches, teachers, regular/special) for certification.
5. Responsible for recruiting/organizing scheduling school bus driver/monitor job interviews.
6. Works cooperatively with others and maintains a positive attitude in the work environment.
7. Demonstrates initiative and good judgment in problem solving and decision-making.
8. Regular attendance. Must be willing and able to report to work to designated assigned work site on regular daily basis according to established work schedule
9. Uses time productively on the job.
10. Follows district policies, rules and regulations.
11. Accepts supervisory direction

12. Demonstrates tact, courtesy and helpfulness in dealing with staff, students, parents, and visitors in the district.
13. Follows assigned route and adheres to established schedules.
14. Monitors driving performance and counsels bus drivers when necessary.
15. Investigate and report all accidents, vehicle damage, student injuries, and mechanical failure; completes required reports.
16. Supervises students as they board and leave bus and cross street.
17. Observes all traffic laws and safety regulations for school buses.
18. Trains new bus drivers prior to receiving their TEA certification.
19. Follow and stay current with special needs rules and regulations.
20. Aids in the development and production of departmental manuals and operating procedures.
21. Responsible for training special needs drivers and monitors in all aspects of Special Education requirements.
22. Makes presentations at schools and other venues concerning bus rules/safety issues.
23. Monitors and insures that all South San Antonio ISD bus drivers and bus assistants are properly certified.
24. Conducts CDL training for South San Antonio ISD Coaches and Teachers and new Bus Drivers.
25. Conducts Post-Hire Training - subjects include: Time & Attendance procedures, Field Trips, Employee handbook, Emergency evacuations, Breakdown and Accident training, Field training , Discipline Management Techniques, Understanding the Student Rider, First Aid, Special Needs and Lift Bus Training.
26. Provides continual training program for all drivers and monitors throughout school year.
27. Maintain student management database and report any discipline, vandalism or destruction of school property to Campus administrators

SUPERVISORY RESPONSIBILITIES:

- Chairs transportation department accident investigation team
- Assesses the professional development needs of the Transportation Department and develops training materials for all courses, as needed.
- Provides field supervision for all bus drivers and bus assistants to insure compliance with department standards
- Provides feedback and remediation strategies to bus drivers and bus assistants regarding their job performance
- Administers the transportation department bus road-eo program

EQUIPMENT USED:

Operates school bus, van, or car; also operates fuel pumps, bus wash equipment, two-way radios, safety equipment (flares, reflective signs), fire extinguisher, and computers.

Working Conditions:

Maintain emotion control under stress

Physical Demands/Environmental Factors:

Continual sitting, reaching, and repetitive hand and arm motions; Moderate lifting (over 40 lbs.), bending, stooping, climbing, and turning of the head and shoulders. Work outside and inside; moderate exposure to extreme temperatures and vehicle fumes.

Salary Range \$16.37 - \$19.97 / Per Hour

Location Transportation Department