

JOB TITLE: Training Supv Transportation

STATUS: Non-Exempt

REPORTS TO: Director of Transportation

TERMS: 240 Days

DEPARTMENT: Transportation

PAY GRADE: N07

Primary Purpose:

Assist the Director of Transportation in the training and mangement of Bus Drivers, Lead Drivers, Utility Drivers, and Monitors

Qualifications:

Education/Certification:

- High School diploma or equivalent of; must posses and maintain TAPT Official Certification. Candidate will possess clean MVR, current DOT physical/CDL "B" with P & S endorsements. Must be familiar and comply with State Policies, procedures, and regulations, must alos be knowledgeable of board Policy. Candidate must be a Certificate Trainer through TEEEX. Candidate will have held a Training position for 5 to 7 years in a Transportation setting.

Special Knowledge/Skills:

- Working knowledge of all aspects of pupil transportation is essential to position . Exhibits professionalism of an experienced bus driver. Exhibits strong orgaizational, communication, and interpersonal skills. Must be able to read, write, and understand instructions.

Experience:

- [Click here to enter text.](#)

MAJOR RESPONSIBILITIES AND DUTIES:

1. Assist any district employee in acquiring a CDL license if required by the district to perform their specific job duties.
2. Work with Lead Drivers and Utility Drivers in the orientation of new drivers after the training period.
3. Assist office personnel with updating of routes, stop times, and run directions.
4. Assist office personnel with route problems and overcrowding.
5. Assist Lead Drivers and Drivers with discipline situations.
6. Work with Director and Assistant Director in developing in-service programs.
7. Schedule Gang Awareness Presentation for all new employees.
8. Coordinate training program for new Special Needs Drivers and Monitors: wheelchair, Lift operation, Loading/Unloading of students, manual operation of wheelchair lift, use of lifting belt, wheelchair decrements, emergency procedures, saftery vest placement and evacuation process.

9. Assist Drivers on following all rules and policies (State and Local).
10. Assist in the yearly update of Transportation Employee Handbook
11. Assist with writing of weekly memo.
12. Writes/creates Special Needs memos.
13. Assist in the updating of the Bus Rider's Handbook.
14. Oversee with yearly scheduling of Certification and Re-Certification classes.
15. Assist Special Needs Router with yearly scheduling of (CPI) Nonviolent Crisis Intervention Re-fresher class for Special Needs Drivers, Monitors, Lead Drivers, Shop personnel and trainers.
16. Assist Special Needs Router with scheduling of new Special Needs Drivers, and Monitors for (CPI) Nonviolent Crisis Intervention class.
17. Oversee and keep current DOT physicals on daily basis for all Driver's Lead Driver's, Utility Driver's, Shop Personnel, Trainers, and Coaches. Also, physicals for Monitors.
18. Ensure that all District Coaches maintain and keep compliance with state certification requirements on a daily basis.
19. Write/create a weekly "Safety Tip" on safety issues for drivers.
20. Oversee "Hands on Procedures" of 7 point mirror usage, backing procedure, Over-the-hood reference, railroad Crossing, Proper Loading and Unloading, Crossing Students, and Mechanical Break-down.
21. Oversee "Re-Training Procedures" for all drivers that are involved in an accident driving a bus.
22. Assist with Dispatch in assigning. Lead and Utility Drivers on routes with discipline situations.
23. Assist in issues with drivers not staying in compliance with districts rules and regulations.
24. Oversee Bus Driver licensing, training requirements and certificates status for the purpose of ensuring compliance with regulatory requirements.
25. Assist with questions of all training issues from Drivers, Special Need Drivers, and Monitors.
26. Write/create a weekly Tree List on hazardous limbs for buses we report to City of Pasadena, City of Houston.
27. Take continuing education classes throughout the year through Texas Association of Pupil Transportation "TAPT", Region IV, and through Texas Education Extension Service (TEEX).
28. Coordinate Trainers daily schedule with new personnel (school bus drivers, coaches)

WORKING CONDITIONS:

Mental Demands:

Ability to communicate effectively (verbal); maintain emotional control under stress; interpret policy, procedures, and data; coordinate district functions

Physical Demands/Environmental Factors:

The usual and customary methods of performing the job's functions required the following physical demands: occasional lifting stooping, bending, kneeling, and crouching. Generally the job

requires 50% sitting, 30% walking, 20% standing. Must able to operate all types and size school buses. The job is performed under some temperature extremes and hazardous conditions.

I have read and understand the responsibilities and duties required for this position as outlined above.

Printed Name

Signature

Date