

JOB TITLE: Lead Driver/Trainer

STATUS: Exempt

REPORTS TO: Transportation Supervisor

TERMS: 240

DEPARTMENT: Maintenance

PAY GRADE: N06

Primary Purpose:

Provide driving instruction for new bus drivers in compliance with all Texas traffic laws, rules, policies, accepted practices and regulations set forth by Pasadena ISD.

Qualifications:

Education/Certification:

- High School diploma or GED
- Candidate will possess clean MVR , current DOT physical/CDL "B" with P & S endorsements
- TAPT certification preferred
- Must pass annual physical and submit to random drug and alcohol test as required by D.O.T. regulations
- Certified to instruct the School Bus Driver Safety Training in Texas preferred

Special Knowledge/Skills:

- Effective communication and interpersonal skills
- Ability to complete required National Safety Council's defensive driving course
- Ability to manage student behavior
- Ability to speak and present to large groups
- Working knowledge of all aspects of pupil transportation is essential to position
- Exhibits professionalism of an experienced bus driver. Exhibits strong organizational, communication and interpersonal skills.
- Must be familiar and comply with State and District policies, procedures, and regulations
- Must be able to read, write, and understand instructions
- Written and oral bilingual skills preferred

Experience:

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- Minimum of 4 years as a school bus driver

MAJOR RESPONSIBILITIES AND DUTIES:

1. Perform as a relief bus driver when necessary.
2. Successfully train and retrain bus drivers.
3. Provide behind the wheel instruction for prospective school bus drivers.

4. Assist any district employee in acquiring a CDL license if required by the district to perform their specific job duties.
5. Summarize reports and records dealing with training of school bus drivers.
6. Work with lead drivers and utility drivers in the orientation of new drivers after the training period.
7. Assist with training program for new special needs driver and monitors: wheelchair lift operation, loading/unloading of students, manual operation of wheelchair lift, use of lifting belt, wheelchair securements, emergency procedures, safety vest placement and evacuation procedures.
8. Assist drivers on following all rules and policies (State and Local)
9. Work cooperatively with co-workers and supervisors to ensure that the goals of the department are met.
10. Maintain a positive and professional tone in all communications (i.e. email, written and verbal).
11. Assist with re-training procedures for all drivers that are involved in an accident driving a bus.
12. Maintain friendly customer service driven interactions with stakeholders, students teachers and administrators and co-workers.
13. Assist with questions of all training issues from drivers, special need drivers, and monitors.
14. Take continuing education classes throughout the year through Texas Association of Pupil Transportation, Region IV and NAPT
15. Other duties as assigned

WORKING CONDITIONS:

Mental Demands:

Ability to communicate effectively (verbal); maintain emotional control under stress; interpret policy

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 be 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