

## Openings as of 3/26/2018

### ***Training Specialist***

**JobID: 1658****Position Type:**

Transportation

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[Email To A Friend](#)[Print Version](#)**Date Posted:**

3/26/2018

**Location:**

Transportation Training Center

**Date Available:**

April 2018

**Closing Date:**

04/09/2018

**Job Title:** Training Specialist**Reports to:** Assistant Director of Transportation**Dept/School:** Transportation**Work Year:** 226 days**Base Salary:** \$30,000 *Actual salary will be calculated based on experience.***PRIMARY PURPOSE:**

Oversee training program of bus drivers, coach drivers, truck drivers, monitors and new employees. Provide direction for bus driver trainers in all training functions. Maintain all training and certification records, act as a liaison with medical service company, schedule and conduct evacuation training, physicals and random drug testing, conduct new-hire orientations, respond to accidents and investigate accidents. Oversee training center operations including answering phones, handing out keys, answering driver questions, and addressing building issues.

**QUALIFICATIONS:****Education/Certification:**

High school diploma or GED

Valid CDL with passenger, air brake and safety endorsements

Complete 20 hour TEA Safety certification class

Complete First Aid and CPR certification class

**Special Knowledge/Skills:**

Ability to work in a multi-task environment and maintain an orderly work environment

High degree of ethical behavior and confidentiality

Ability to read, understand, and communicate in English

Working knowledge of office equipment and multi-line phone system

Effective telephone and communications skills

Proficient in MS Word, MS Excel, Power Point, Google, internet maps and basic

internet navigation

Excellent interpersonal skills in order to ensure positive relations with all

patrons

Flexible and open to changes

Detail oriented

Capable of responding in emergency situations  
Ability to drive a school bus or monitor  
Ability to pass annual and random DOT physical/drug testing  
Ability to physically perform a front and back door bus evacuation  
Ability to physically perform CPR and First Aid techniques on the ground or floor  
Ability to lift 30lbs and maneuver effectively in a school bus

**Experience:**

Minimum of 2 years of bus driving experience preferred  
Minimum of 1 year of bus driver training preferred

**MAJOR RESPONSIBILITIES AND DUTIES:**

Enroll all drivers in certification classes and maintain necessary records.  
Conduct all drivers' license checks and maintain necessary records.  
Oversee driver trainers of behind-the-wheel training.  
Oversee training of route drivers and coach drivers.  
Conduct new hire orientations.  
Maintain all records of drivers' annual physicals.  
Validate all medical invoices.  
Conduct and plan safety trainings and in-service meetings.  
Set up original driver training files.  
Conduct and oversee all yearly driver ride along evaluations.  
Train all new drivers to obtain a CDL license.  
Conduct periodic training sessions for all drivers.  
Schedule evacuation trainings.  
Coordinate physicals and random drug testing.  
Oversee dexterity testing.  
Cover accident management and investigations.  
Conduct accident retraining.  
Conduct video surveillance reviews for training and accident/incident purposes.  
Oversee interviews and interview teams for drivers and monitors.  
Oversee Safe Schools training and third party DPS testing.

**Mental Demands/Physical Demands/Environmental Factors:**

Maintain emotional control under stress. Continual sitting, reaching, kneeling, squatting and repetitive hand and arm motions. Work outside and inside. Moderate exposure to extreme temperature (hot) and vehicle fumes. Frequent moderate lifting and carrying (up to 30 pounds). Work with frequent interruptions.

**Application Deadline:** April 9, 2018 (4:00 PM CST)

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:** *Dr. Pamela Linton*, Chief Human Resources Officer **Date:** 3/26/2018

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