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| Job Title: | Behind the Wheel Trainer | Wage/Hour Status: | Non-Exempt |
| Reports to: | Safety & Training Supervisor | Pay Grade: | |
| Dept/School: | Transportation | Days: | 227 |
| Date Revised: | September, 2016 | Job Code: | |

Primary Purpose:

Trains qualified School Bus Drivers according to Comal ISD established guidelines and legal requirements. Provides on-going training and performance evaluations for new and existing employees and provides a safe, reliable transportation service by operating various school buses in transporting pupils to and from school as well as related activities. Maintains the highest level of ethical behavior with Campus Administrators, fellow employees and our community.

Education / Certification:

1. High School Diploma or GED is preferred.
2. Class B CDL license w / P&S endorsements.
3. CPR and CPI Certified (or able to attain)
4. Texas School Bus Driver Safety Training Certificate.
5. Must complete TEEC Training Academy certification program for school bus driver instructors within 60 days of employment or first available regional class.

Special Knowledge / Skills:

1. Strong organization skills and group presentation skills.
2. Excellent interpersonal skills and well developed written and verbal communication skills.
3. Knowledgeable in adult training techniques.
4. Computer literate, preferably in word processing, power point and spreadsheets.
5. Basic math skills, detail orientation, mapping skills.

Experience / Other Requirements:

1. One year of driving experience, as a professional school bus driver, is preferred.
2. Must have and maintain an acceptable Motor Vehicle Record and safety record with zero preventable accidents and/or On the Job Injuries within the last 12 consecutive months.

Major Responsibilities and Duties:

1. Performs Behind the Wheel Training with new and existing employees.
2. Documents and maintains all training records as required by State and Federal regulations and Comal ISD policies. Files shall be maintained to document the progress of

each Trainee and all In-Service training for each driver in accordance with Comal ISD policy and procedures.

3. Assists and trains drivers in department policies and procedures.
4. Assists and trains drivers in setting up and maintaining paperwork responsibilities.
5. Assists and trains drivers with student management.
6. Assists drivers in the resolution of route problems.
7. Maintains records and schedules for driver trainees.
8. Communicates with parents, school personnel and general public.
9. Covers routes as needed.
10. Performs other duties as assigned.

Supervisory Responsibilities:

None.

Working Conditions:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Conditions include operating in inclement weather, heat and humidity (most buses are not air conditioned), enduring a bumpy ride, and exposure to possible injury due to traffic accidents.
 2. Continual walking (to, inside, and around bus), sitting, standing, squatting, stretching, bending, kneeling, stooping, twisting, turning, climbing bus steps, pushing, pulling, carrying, reaching, repetitive hand and arm motions (steering, driving, shifting), lifting (45 lbs. or more), talking (announcing streets, talking on radio), seeing (traffic lights, inspections, passengers, stopped vehicles, traffic conditions), hearing (traffic sounds, emergency vehicles, passengers, radio, mechanical problems).
 3. Must be physically able to climb in and out of the school bus emergency doors to evacuate the bus in an emergency.
 4. There is a considerable exposure to dust, traffic fumes, and high noise level from both outside traffic as well as from passengers.
 5. Maintain emotional control under stress; may occasionally work with students with disabilities and/or screaming children and may occasionally deal with life threatening emergencies.
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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.

Employee Name (please print) _____

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____