

HUMBLE INDEPENDENT SCHOOL DISTRICT

Job Description

Driver Trainer
Transportation

Job Title: Driver Trainer

Wage/Hour Status:

Reports to: Transportation Supervisor

Pay Grade: M/T 5 261 days

Dept./School: Transportation

Date Revised:

Primary Purpose:

To train Drivers, Attendants, Coaches and Teachers in Humble I SD. Also assist in the retraining of personnel who has been involved in a preventable accident.

Qualifications:

Education/Certification:

Valid Texas Commercial Driver's License with Passenger (P) and School Bus (S) Endorsements
Acceptable Driving Record in accordance with Texas DPS guidelines for School Bus Drivers
Current DPS Texas School Bus Driver Safety Training Certificate
Must be able to pass Physical according to Texas DPS annual physical
Must be able to pass a drug and alcohol test according to state law

Special Knowledge/Skills:

Ability to train drivers in accordance with the department
Ability to receive and give written and verbal instructions effectively
Ability to read and understand documents including policy and procedures manual
Ability to work under pressure and prioritize effectively
Ability to use good time management skills accordingly
Proficient map reading skills

Experience:

Humble ISD driver for minimum of three years (preferred but not required)

Major Responsibilities and Duties:

1. Train bus drivers, attendants, coaches, and teachers in the safe efficient transportation of students
2. Retrain when needed
3. Enter Bus conduct write-ups and communicate with campuses as necessary to ensure referrals are addressed in a timely manner
4. Teach and demonstrate bus safety at all times
5. Monitor Drivers and Attendants and provide remedial training as needed

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6. Ride with drivers and attendants, for evaluation purposes.
7. Substitute for dispatcher as needed.
8. Substitute for bus drivers and attendants.
9. Deal with minor problems as instructed by Administrators
10. Other duties as assigned

Supervisory Responsibilities

Monitor and direct the work of drivers and attendants.

Equipment Used

Computer	Multi-line Telephone system
Copier	Shredder
School Bus	

Working Conditions:

Mental Demands/ Physical Demands/ Environmental Factors

Maintain emotional control under stress. Use of clear speech. Work with frequent interruptions. Sit for prolong periods of time. Ability to change work schedule according to need.

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 _____ Date _____

Reviewed by _____ Date _____