POSITION DESCRIPTION

TITLE: Driver Trainer
LOCATION: Transportation
REPORTS TO: Transportation Manager
DEPARTMENT: Transportation

SUMMARY STATEMENT:
The Driver Trainer is responsible for leading in all aspects of driver training, focusing on the safe, efficient and economical transportation of students between home and school on regular routes, and between other destinations within or outside the district boundaries.

ESSENTIAL FUNCTIONS:
1. Communicate effectively with students, staff and the general public in person, by telephone, via E-mail, and in writing.
2. Develop lesson plans for training classes.
3. Conduct safety meetings for the Transportation Department.
4. Oversee and establish daily work schedules for Assistant Driver Trainers.
5. Assist manager in driver evaluations.
6. Monitor all regular bus routes, schedules and stops for safety requirements.
7. Communicate with county and state agencies on road closures, obstructions and other unsafe driving conditions.
8. Coordinate with law enforcement agencies on stop law violations.
9. Inspect buses for cleanliness, and inspect safety equipment.
11. Conduct preliminary accident investigations and assist law enforcement as necessary.
12. Assist in planning, developing, and conducting bus driver training and safety programs.
13. Participate in and support public relations programs designed to promote understanding of and support of the district's Transportation department.
14. Participate in parent/student conferences in an effort to resolve misconduct and unsafe conditions which involve the Transportation system.
15. Drive School bus on an as-needed basis to fill unscheduled or emergency needs.

OTHER RESPONSIBILITIES:
1. Perform other related duties as assigned.
2. Assist dispatchers as needed.

PHYSICAL DEMANDS REQUIRED:
1. Must be able to sit in seat of a school bus for up to a minimum three-hour time frame (reference Section 391.41-Federal Regulation).
2. Must be able to operate all hand and foot controls installed in a school bus (reference WAC 392.144.101/102/103).
3. Must possess sufficient strength and agility to move about in a school bus as required to provide assistance to students in evacuating the bus (reference WAC 392.144.101/102/103).
4. Must possess sufficient strength and agility to assist ill or physically impaired students to enter or exit a school bus through the passenger service door (reference WAC 392.144.101/102/103).
5. Must possess sufficient hearing capability to detect and distinguish traffic sound occurring from any direction outside the bus such as horns, whistles, sirens, trains, bells, etc. from a distance which will allow adequate time for defensive or evasive action to avoid a hazardous situation (reference WAC 392.144.101/102/103).

6. Vision 20/40 in best eye, with or without correction, approximately 140 degrees peripheral, which as a single criteria shall not be excluding; and depth perception adequate to reasonably determine distance and closing rate of other moving vehicles from a stationary or moving school bus. Eye coordination to avoid diplopia; color vision must be adequate to distinguish the colors of red, green, and amber of a traffic light (reference WAC 392.144.101/102/103).

**PHYSICAL DEMANDS REQUIRED:**

**MENTAL DEMANDS REQUIRED:**

<table>
<thead>
<tr>
<th>Task</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reading Documents</td>
<td>(66-100%)</td>
</tr>
<tr>
<td>Problem Solving</td>
<td>(66-100%)</td>
</tr>
<tr>
<td>Training</td>
<td>(66-100%)</td>
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<tr>
<td>Verbal Communication</td>
<td>(66-100%)</td>
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<tr>
<td>Written Communication</td>
<td>(66-100%)</td>
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<tr>
<td>Reasoning</td>
<td>(66-100%)</td>
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<tr>
<td>Customer Contact</td>
<td>(66-100%)</td>
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<tr>
<td>Confidentiality</td>
<td>(66-100%)</td>
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</tbody>
</table>

Percentages of requirements of physical and mental tasks are only an estimate. Reasonable accommodations for persons with a disability will be considered in order for them to perform the essential functions of the job.

(66-100%) = Continuously  
(33-66%) = Frequently  
(Up to 33%) = Occasionally

**TOOLS AND EQUIPMENT NECESSARY:**
IBM/PC (clone), typewriter, telephone, copy machines, and all other tools and equipment necessary to perform the essential functions as listed above.

**MINIMUM QUALIFICATIONS:**

1. Must possess a valid Washington State Class B Commercial Driver's License (CDL) with a passenger endorsement.
4. Must possess a valid First Aid/CPR card.
5. Must possess sufficient command of the English language in order to communicate effectively with students, parents, staff, and the general public.
6. Demonstrated ability to read and interpret road maps and street guides.
7. Demonstrated ability to write legibly and keep accurate records.
8. Demonstrated honesty and integrity and the ability to maintain confidentiality in handling student/driver matters.
9. Demonstrated ability to establish and maintain positive relationships with others as part of a team.
10. Must meet State (WAC 392.144.101/102/103) requirements as stated below:
   - Minimum age of 21 years.
   - Physical strength sufficient to handle school bus with ease; normal use of both hands, arms, and feet; no muscular anomalies.
   - Freedom from any communicable disease; freedom from any mental, nervous, organic, or functional disease.
   - Use of both eyes, vision equivalent to 20/40 or better with or without glasses; field of vision of at least 140 degrees; no color deficiency that would interfere with safe driving.
   - Adequate hearing with both ears (can hear whispered voice at a distance of 20 feet without a hearing aid).
• No defects or limitations likely to interfere with the safe operation of a school bus.

260-261 Days Per Year (Includes Holidays)
8 Hrs. Per Day

PSE: ___________________________ Date: ______________

District: ___________________________ Date: ______________

Revised Date: 07/08/2015
Classification: Transportation
Class: Driver Trainer
Display on Web? Yes

Driver Trainer