

Killeen Independent School District Job Description

Job Title: Bus Driver Trainer
Department: Transportation Services
Reports To: Transportation Training and Safety Supervisor
FLSA Status: Nonexempt 226 Days

SUMMARY:

Operates a school bus to transport students and other authorized personnel safely to and from school or designated locations.

Train and retrain bus drivers, teach defensive driving and other programs, assist with accident investigation, student management and student discipline problems.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Regularly drives a school bus; performs route functions necessary to transport students and other authorized personnel safely to and from school or other designated locations in accordance with route sheet instructions.

Provide on-the-road (behind-the-wheel) driver training and classroom instruction to new drivers or re-training of current drivers.

Maintains training documentation based on district and department policy.

Schedule and perform bus driver and aide observations per district guidelines; initiate and support follow-up training and feedback with drivers and aides based on results of the evaluations.

Conducts classroom and behind-the-wheel bus driver in-service training; presents, reinforces and/or develops bus driver skills in accordance with DOT, DPS, TEA, and KISD regulations, policies, and procedures. Ensure all employees are trained on all aspects of the program.

May monitor performance of evacuation exercises if requested by Director of Transportation.

Train and mentor new and current drivers regarding with administrative policies, procedures, safety rules, and governmental regulations.

Provide Child Restraint System (CRS) and school bus wheelchair restraint training for the department. Maintain the supply of child restraint systems, to include accountability and required bookkeeping.

Operate and properly secure equipment required to support transportation of students with disabilities or special needs.

Inspect bus for mechanical and safety defects before and after each operation and prepares work orders for needed repairs. Check fuel and gauges before departure.

Observe all traffic laws and safety regulations for school buses.

Maintain safety precautions when passengers are boarding and departing bus.

Conduct inside, on-board bus inspection before departure and at termination of each run and route.

Operate two-way radio equipment and communicates with transportation operations staff as required for successful completion of route.

Communicate with department personnel about passenger behavior while on the bus.

Complete Student Discipline Referrals as required and turn in to the Operations Section.

Report all delays, accidents, vehicle damage, and passenger injuries to the Dispatcher.

Collect and provide data for transportation reports as required.

Keep assigned bus clean, inside and out.

Drive bus for extracurricular activities and loads and unloads baggage or equipment, as required.

Maintain and update as required a current Texas commercial driver's license (CDL) and Texas school bus driver certification.

Perform such other tasks as may be assigned by the Transportation Operations Specialist, Training and Safety Supervisor, or the Director of Transportation Services.

SUPERVISORY RESPONSIBILITIES:

Supervises driver trainees and approximately 50 to 70 students per bus

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. There may be alternatives to the qualifications as the Board of Trustees may find appropriate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

Must possess a high school diploma or hold a general education degree (GED) certificate, Commercial Driver's License (Class A or B), and 1 year of behind the wheel, school bus transportation experience.

LANGUAGE SKILLS:

Ability to perform basic math, including calculations using fractions, percent's, and/or ratios; understand written procedures, write routine documents, and speak clearly; and analyze situations to define issues and draw conclusions. Ability to effectively present information and respond to questions from groups of administrators, staff, parents, students, and the general public. Knowledge of interpersonal skills using tact, patience and courtesy.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Must possess excellent interpersonal skills, organization, professional judgment, oral and written communication.

OTHER QUALIFICATIONS:

Valid Texas Commercial Driver's License (Class A or B) with passenger and air brake endorsements and a minimum of 5 years of verifiable driving history with no more than 2 moving violations and 1 preventable accident in the past 3 years. Current state school bus driver certification certificate issued by the Texas Department of Public Safety.

Must be able to obtain and maintain Standardized Child Passenger Safety Technician Training certification (32 hours) and Texas Department of Public Safety School Bus Child Passenger Safety Training certification (8 hours).

PHYSICAL DEMANDS:

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; a demonstration of the ability to perform these physical activities may be required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Ability to operate a motor vehicle and operate wheelchair lifts, ramps, and securement locks. Continual sitting, reaching, and repetitive hand and arm motions. While performing the duties of this job, the employee is required to talk and hear; stand; use hands to finger, handle, or feel; and reach with hands and arms. Frequent walking, stooping, bending, kneeling, crouching, crawling, pushing and pulling. Moderate lifting and/or carrying up to 50 pounds or more. Specific vision abilities required by this job include close vision, depth perception, and ability to adjust focus during the hours of daylight and darkness.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to outside weather conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; and vibration. Occasional driving during the hours of darkness. The noise level in the work environment is usually moderate to loud.

Revised Date: February 2019

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not exhaustive list of all responsibilities, duties and skills that may be required.