

SCHOOL DISTRICT OF ALACHUA COUNTY

TRAINER -- DRIVER

JOB DESCRIPTION

JOB CODE:	780330	BARGAINING UNIT ELIGIBILITY:	No
FLSA:	Non-Exempt	PAY GRADE:	27
		SALARY SCHEDULE:	Professional/Technical

QUALIFICATIONS:

- (1) High School diploma or GED.
- (2) Minimum of five (5) years experience as a bus driver, or an equivalent combination of training and experience.
- (3) Valid Florida Class B Commercial Driver's license (CDL) with passenger endorsement.
- (4) Verification of an acceptable driving record through the Department of Motor Vehicles (DMV).
- (5) Pass a physical exam and drug screening.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to plan, develop and implement a bus driver training program. Knowledge of federal and state statutes and regulations relating to student transportation. Knowledge of school board policies and procedures for transportation of students. Knowledge of defensive driving techniques. Ability to operate a school bus or perform aide duties. Skill in use of computer applications. Ability to communicate effectively both orally and in writing. Ability to establish and maintain effective working relationships with administrators, department staff, and the public.

REPORTS TO:

Manager – Transportation Area, Lead

JOB GOAL

To provide an effective training and testing program for District CDL drivers and attendants.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Recruit, develop and conduct pre-service and in-service training programs for bus drivers, bus attendants, and unassigned drivers, including Department of Education required training.
- (*2) Train and test all District drivers to enable them to receive a Class B Commercial Driver's License.
- * (3) Serve as the Districts contact person with the Department of Highway Safety and Motor Vehicles, Division of Driver's Licenses third-party test agreement, and maintain all written reports sent to DHSMV, DDL.

TRAINER -- DRIVER (Continued)

- * (4) Act as a third-party examiner, as appropriate.
- * (5) Maintain records for all CDL Licensed drivers for recertification.
- * (6) Assist with the implementation of required alcohol and drug testing procedures for employees who hold a CDL License.
- * (7) Assist in reviewing bus stops and loading zones to determine the safest locations.
- * (8) Review and investigate hazardous walking areas and make recommendations for change as needed.
- * (9) Complete and submit required reports to the Department of Transportation on railway grade crossings.
- * (10) Serve as a member of the District Safe Driver Plan Committee.
- * (11) Submit appropriate forms to the Safe Driver Committee for review and further action, and supervise training based on the Committees findings.
- * (12) Respond to Board-owned or leased vehicle crash sites and conduct investigations to determine cause, and make recommendations for changes in policies and procedures.
- * (13) Prepare and submit written analysis on all vehicle accidents as required by the Board and Department of Education.
- * (14) Assist in preparing and submitting First Report of Injury or Illness forms.
- * (15) Investigate student accidents which occur while riding on Board-owned or leased vehicles, submit written reports determining cause and any make recommendations for changes to student policies and procedures while riding a bus.
- * (16) Meet with drivers after points have been accessed by the Safe Driver Committee as necessary.
- * (17) Assist with annual driver evaluations, as needed.
- * (18) Assist with monitoring route times to determine the safest routes, as needed.
- * (19) Adhere to applicable safety standards.
- * (20) Attend all staff meetings and workshops.
- * (21) Assist with maintaining a clean and orderly environment.
- * (22) Be knowledgeable of and adhere to Board policies and departmental procedures.
- * (23) Communicate effectively with the public, staff members, students, parents, administrators and other contact persons using tact and good judgment.
- * (24) Demonstrate initiative in identifying potential problems or opportunities for improvement. Keep supervisor informed of potential problems or unusual events.
- * (25) Demonstrate initiative in the performance of assigned responsibilities.
- * (26) Demonstrate support for the school district and its goals and priorities.
- * (27) Exhibit interpersonal skills to work as an effective team member.
- * (28) Follow attendance, punctuality and proper dress rules.
- * (29) Maintain confidentiality regarding school/workplace matters.
- * (30) Maintain expertise in assigned area.
- * (31) Manage time efficiently.
- * (32) Model and maintain high ethical standards.
- * (33) Participate in cross-training activities as required.
- * (34) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
- * (35) Prepare all required reports and maintain updated and accurate records.
- * (36) Represent the District in a positive and professional manner.
- * (37) Respond to inquiries and concerns in a timely manner.

TRAINER -- DRIVER (Continued)

- (38) Perform other duties as assigned.
- *(39) May be required to work beyond the 40 hour week.

**Essential Performance Responsibilities*

PHYSICAL REQUIREMENTS:

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects. In an emergency, worker may be required to restrain a physically active individual as a temporary safety precaution.

TERMS OF EMPLOYMENT:

- Salary and benefits shall be paid consistent with the Board's approved salary schedule.
- Length of the work year and hours of employment shall be those established by the Board.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Addendum No. 08

Adopted 10/19/10

Revised 6/18/19