



BUS DRIVER TRAINER

GENERAL RESPONSIBILITIES

Under the leadership of the Training Supervisor, this position conducts school bus driver and bus assistant training using established guidelines, policies and procedures; participates in recruitment and selection of new hires for bus driver and bus assistant positions; assists new hires in preparing for and obtaining Commercial Driver's License (CDL).

ESSENTIAL FUNCTIONS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Conducts classroom and on-vehicle training for all VBCPS employees required to have a Commercial Driver's License (CDL) in accordance with State Department of Education curriculum.
- Conducts training for recertification, driver improvement, new driver processing, special education training, and defensive driving.
- Conducts specialized passenger assistance training for drivers and attendants transporting special needs students.
- Assists in the development of a master schedule of driver and assistant training classes for each school year.
- Administers DMV tests to driver trainees through the year.
- Administers "refresher courses" for contracted drivers, assistants and office personnel as needed through the year
- Assists in the development and implementation of training procedures and materials that includes the use of technology and other up-to-date teaching materials through the year
- Schedules driver trainees to the Behind-the-Wheel trainers through the year.
- Utilizes numerous software programs for training and clerical requirements of the job (Laserfiche, Microsoft Excel, Microsoft Word, Microsoft Outlook, Microsoft Power Point, Edulog and Everyday Solutions Tracking & GPS).
- Maintains records related to driver training evaluations, annual physicals, drug testing, and driving records for VBCPS employees holding a commercial driver's license (CDL).
- Maintains DMV Third Party Examiner's reports and ensures reporting criteria is submitted to proper agency in a timely manner.
- Assists the Training Supervisor in monitoring the maintenance schedules and readiness of the buses used in the training of new drivers.
- Assists with reviewing and updating of the training manuals and curriculum through-out the year.
- Remains up to date on DMV, DOE, Federal & School Board policies.
- Responsible for notifying the Training Supervisor on the status of available Bus Driver candidates completing their initial certification and CDL licensing.
- Assists with departmental orientation for each new substitute driver that includes a review of work assignment, introduction to the school bus dispatcher processes, and introductions to the department's central office staff.
- Participates in the DMV audits as required.
- Assists in providing the Department of Human Resources new employee files for input into Laserfiche.
- Assists with safety and training information at provided at all departmental in-Service meetings.
- Perform related work as required.

KNOWLEDGE, SKILLS, AND ABILITIES

Good knowledge of the city road systems and neighborhoods; thorough knowledge of agency programs and policies; strong analytical and organizational skills; ability to prepare and maintain detailed records; ability to work independently and under stress making time sensitive decisions; strong oral communication skills; ability to operate a variety of office equipment; skill in the use of data and word processing equipment; ability to establish and maintain effective working relationships with others; ability to follow oral and written instructions.



EDUCATION AND EXPERIENCE

Required:

High School Diploma or GED.

Possession of a valid Virginia Commercial Driver’s License (CDL).

Preferred:

A comparable amount of training and experience maybe substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public using the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls.

Frequent sitting, grasping, repetitive motion, reaching, and driving. Occasional walking, standing, bending, balancing, climbing, and fingering. Work involves moderate exposure to unusual elements such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, extreme vibrations, hazards such as moving vehicles, moving mechanical parts, etc. and/or loud noises. Ability to 50 pounds occasionally. Requires timely and regular adherence to established work schedules.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

Certified 3rd party DMV examiner/DOE certified trainer.

Regular and reliable attendance is an essential function of this position.

FLSA Status: Non-Exempt	Description: 10/19, 7/20
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