

POSITION TITLE

SCHOOL BUS DRIVER TRAINER LEAD

GENERAL DEFINITION AND CONDITIONS OF WORK

Performs responsible semi-skilled and intermediate technical work in the transportation of pupils to and from home and special events and in school bus driver training; does related work as required. Work is performed under the regular supervision of the Transportation Supervisor.

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, crouching, reaching, walking, pushing, pulling, lifting, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, peripheral vision, visual inspection involving small defects and/or small parts, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, vibration, hazards, and atmospheric conditions.

ESSENTIAL FUNCTIONS/TYPICAL TASKS

This position description is not intended to be an exhaustive list of all duties, knowledge or skills associated with

Training and retraining of new and experienced bus drivers and attendants.

- Trains or retrain new and experienced school bus drivers and provides detailed information to department leadership, including recommendations regarding hiring.
- Ensure that each training candidate fulfills the minimum training requirements as required by federal, state, and local policy, regulation and/or law.
- Conducts driving skills performance evaluations on new and experienced drivers and attendants as needed.
- Conducts safety refreshers and clinics to assist drivers and attendants who have been identified as needing support in correcting a deficiency in their driving or other work related activity.
- Submit accident and employee training/certification data electronically as required to the appropriate federal, state and local government agencies.
- Adhere to guidelines of confidentiality as outlined in Federal and State laws and School Board Policies and Regulations.

Assist in the administration of the candidate selection, training, and safety program.

- Assists in the interview of candidates for school bus driver and attendant positions.
- Assists in the planning, scheduling and conducting of classroom, behind the wheel training, and in-service/professional development sessions for all school bus drivers and attendants.
- Assist in the maintenance of files and records related to training, defensive driving, and safety courses.
- Assists in the administration of the CDL "Third Party Tester Agreement" as required by the Virginia Department of Motor Vehicles.
- Assists in the administration of the Division's drug and alcohol testing programs defined by federal regulation.
- Provides safety recommendations for routing of buses and researchers the placement of bus stops if needed.
- Assists in scheduling and administering CPR training and recertifications for all CDL holding staff.
- Serves as a driver daily when New Driver Training is not being held, and may be required to serve as a substitute school bus driver due to absence or in emergency situations.

Support and demonstrate core values of Suffolk City Public Schools

- Engage in ongoing professional development relevant to position.
- Respond promptly and thoroughly to written and oral requests for information.
- Maintain a clean, neat appearance, appropriate to position.
- Maintain a record of appropriate attendance and punctuality.
- Serve as a role model for students, colleagues, and the general public.
- Work in close harmony with colleagues, supervisors, and co-workers.
- Comply with all District and School policies and regulations, including but not limited to guidelines for confidentiality.
- Perform other related duties as required/assigned.

Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task or responsibility.

KNOWLEDGE, SKILLS AND ABILITIES

- **Knowledge**
 - Laws and regulations governing Pupil Transportation from the Virginia Department of Education and Virginia Department of Motor Vehicles.
 - Regulation and law regarding the administration of alcohol and drug testing programs.
 - Applicable policy regulation and law regarding the training and certification of school bus drivers and attendants in the Commonwealth of Virginia.
- **Skills**
 - Computer systems, software, and operations for transportation management such as GPS tracking systems.
 - Demonstrate sustained effort and enthusiasm in the quality and quantity of work performed.
- **Abilities**
 - Demonstrate effective time management and organizational skills
 - Record and maintain accurate training information
 - Work cooperatively in a team environment to meet goals
 - Organize and perform work independently
 - Meet deadlines for all work even when working on multiple projects
 - Show sustained effort and enthusiasm in quality and quantity of work

EDUCATION AND EXPERIENCE

- High School Diploma or its equivalent.
- Five years of bus driving experience. Three years of bus driving experience with Suffolk City Public Schools preferred.
- Possession of a Commercial Driver's License with a school bus certification valid in the Commonwealth of Virginia required.
- Possession of Virginia Department of Education School Bus Driver Instructor certification and willing to obtain a Virginia Department of Motor Vehicles Third Party Commercial Driver License Examiner certification required.

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

- Work environment is primarily inside, with outdoor training also required as needed.
- The work is light/moderate work, requiring exertion of up to 50 pounds of force to move or lift objects
- The following physical and mental abilities are representative of those expected to complete the essential functions of the job: standing for prolonged periods; sitting for prolonged periods; moving the hands, wrists, or fingers repetitively; moving with force on the back or

lower body repetitively; feeling, grasping, or holding objections by hand; identifying colors visually; identifying objects in low light or distant conditions; communicating via spoken language; communicating via written language; perceiving sounds; making decisions using logic and rational thinking.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations shall be made, as required by law, to enable individuals with disabilities to perform the primary job functions herein described.

Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties, just as though they were actually written out in this job description.

FLSA STATUS

Non-Exempt/Work Calendar: 12 month Staff

AA/EOE STATEMENT

This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, or national ori