



Job Title:	Safety Trainer	Wage/Hour Status:	Non-Exempt (226 days)
Reports To:	Transportation Director	Pay Grade:	Transportation Pay Group 5R
Dept. /School:	Transportation Department	Date Revised:	11/09/2011

Primary Purpose:

Hands-on training of drivers and driver assistants on all duties directly associated with vehicle operation and student management. Hands-on training of students, parents, and school personnel on student expectations for safety.

Qualifications:

Education/Certification:

Certified Teacher, preferred
Valid Texas Commercial Driver's license (Class B) with passenger endorsement
Current Texas School Bus Certification
High school diploma or GED
Certified TAPT Trainer, preferred

Special Knowledge/Skills:

Crisis Intervention training, preferred
Special Needs Driver training, preferred
Methods of Instruction training, preferred
Excellent, technically correct driving skills
Appropriate office machine and interpersonal skills
The ability to manage students effectively on the bus
The ability to provide effective instruction to other drivers, students and parents
The ability to communicate effectively with employees, parents, and campus administrators

Experience:

At least three years experience driving regular route buses
An accident free driving history for the past three years

Major Responsibilities and Duties:

Training:

1. Plan and conduct training of newly hired drivers and assistants.
2. Plan and conduct training on safely riding a bus with students and/or PTA, school administrators or parents.
3. Monitor driver's student management techniques and tailor a training course to address the needs.

4. Conduct In-service training with drivers on all aspects of operating a school bus safely.
5. Based upon analysis of accidents and incidents prepare, conduct, and monitor in-house re-training efforts.

Reports and Records:

6. Review Bus Incident reports for clarity and accuracy. Responsible for providing these to the appropriate school.
7. Maintain up-to-date student incident files.
8. Maintain individual driver training records and files.
9. Review and provide reports on various safety or student management areas.

Driving:

10. Serve as a substitute bus driver.
11. Assist drivers with on-board instruction and hands-on demonstration of skills and techniques.

Other:

12. Maintain a videotape library of training materials.
13. Other duties as assigned.

Supervisory Responsibilities:

Monitor the driving and student management techniques of all drivers. Fill in as required for the Dispatcher.

Equipment Used:

Telephone, two-way radio, video camera and player. TV, Vu-graph; projector, fax machine, Personal computer, and all styles of school buses.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Often office environment; moderate walking, standing, climbing, carrying, stooping, and sitting. Often exposed to outside temperatures, exhaust fumes, fuels, and humidity.

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