JOB DESCRIPTION

SAFETY TRAINER

JOB TITLE: Safety Trainer
WAGE/HOUR STATUS: Non-Exempt
REPORTS TO: Director of Transportation
TERMS: 226 Days
DEPARTMENT: Transportation
PAY GRADE: Manual Trades 4

PRIMARY PURPOSE:

The Bus Field Trainer is responsible for implementing an effective program that trains and retains bus drivers, teaches defensive driving and other programs, as well as assists with accident investigations, student management and student discipline problems.

QUALIFICATIONS:

Minimum Education/Certification:

- High School diploma or GED
- Valid CDL Class B license and Texas school bus driver certification
- Defensive Driving Instructor Certification, Train the Trainer Certification
- CPR and CPI Certification are preferred

Knowledge and Skills:

- Knowledge of applicable district policies and procedures
- Knowledge of the operation and maintenance of commercial transportation vehicles
- Knowledge of federal and state traffic laws and regulations
- Knowledge of bus evacuation procedures of students including special needs students
- Knowledge of supervisory practices
- Knowledge of training practices and regulations and preparing training material
- Skill in driving commercial transportation vehicles
- Skill in performing minor maintenance and safety checks of commercial vehicles
- Skill in student management techniques, including special needs students
- Skill in evacuating students including special needs students during an emergency
- Skill in training driving skills and teaching classes

Experience:

Three years experience as a commercial vehicle driver
MAJOR RESPONSIBILITIES AND DUTIES:

1. Train and retrain bus drivers and teach defensive driving and other programs

2. Train and mentor new bus drivers, substitute bus drivers, school district coaches, bus monitors and special education drivers; retrain drivers receiving traffic law violations or who are involved in accidents; design, maintain, update, and implement training programs; prepare and update transportation department staff records

3. Teach defensive driving courses, bus safety, CPR, CPI, school bus evacuation plans, and safety programs

4. Facilitate, review and resolve critical student disciplinary (behavioral) problems

5. Assist with accident investigation; assist school administrators and bus drivers with student management and/or discipline matters

6. Substitute for schedulers, drivers, and office staff; observe and evaluate drivers’ student management and driving skills

Other

7. Comply with district policies, as well as state and federal laws and regulations

8. Adhere to the district’s safety policies and procedures

9. Maintain confidentiality in the conduct of district business

10. Must be able to perform the essential functions of walking and interacting with students and/or district employees in the specific work site assigned (classroom or office setting)

11. Demonstrate regular and prompt attendance

12. Other duties as assigned

WORKING CONDITIONS:

Mental Demands:

Reading, ability to communicate effectively (verbal and written); maintain emotional control under stress; interpret policy, procedures, and data
WORKING CONDITIONS: (continued)

Physical Demands/Environmental Factors:

Operation of Class B motor vehicle requiring frequent upper body movement; repetitive use of arms, hands, and fingers to include grasping; primarily right side to operate door opener; seeing to drive and to observe work performed; hearing and speaking to communicate with students, parents, and other staff; frequent reaching to clean windshields, adjust mirrors, and open/close windows; frequent bending, stooping, twisting, turning, reaching, carrying, pulling, pushing, climbing and extensice sitting; continual lifting and carrying of 0 - 20 lbs., floor to chest and overhead; frequent lifting and carrying of 20 to 80 lbs., floor to chest and overhead; occasional lifting, carrying and pushing of up to 180 pounds in emergency situations to drag or lift injured students to evacuate bus; exposure to driving a school bus during adverse weather and traffic conditions, extreme temperatures, vehicle exhaust, odors, poor ventilation, and intense noise; exposure to abusive or uncooperative individuals; exposure to working around and with machinery having moving parts; work environment involves some exposure to hazards or physical risks, which require following basic safety precautions; prolonged use of computer terminal possible; district and state travel may or may not be required; frequent prolonged and irregular hours; possible biological exposure to bacteria and communicable diseases; specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus.

SUPERVISORY RESPONSIBILITIES:

No direct supervisory responsibility although position serves as a lead for bus drivers.

EVALUATION: Auxiliary Evaluation

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required. This job description is not an employment agreement or contract. The administration has the exclusive right to alter this job description at any time without notice.

Printed Name: ________________________________
Signature: ____________________________ Date: ____________________________

ESTABLISHED/REVISED: May, 2017