



# Longview Independent School District

## JOB DESCRIPTION **FIELD TRAINER/BUS DRIVER**

<b>JOB TITLE:</b>	Field Trainer/Bus Driver	<b>WAGE/HOUR STATUS:</b>	Non-Exempt
<b>REPORTS TO:</b>	Director	<b>TERMS:</b>	191 Days
<b>DEPARTMENT:</b>	Transportation	<b>PAY GRADE:</b>	Manual Trades 4/5A

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### **PRIMARY PURPOSE:**

The field trainer/bus driver is responsible for providing classroom and behind-the-wheel training and addressing school bus regulations and safety procedures; evaluating bus drivers' knowledge and skills; maintaining required documentation for audit in compliance with State Certification; and transporting students over scheduled routes.

### **QUALIFICATIONS:**

#### **Essential Functions**

1. Attends safety meetings and training relating to state and district requirements for the purpose of presenting and/or acquiring information.
2. Conducts classroom and behind-the-wheel bus driver training for the purpose of presenting, reinforcing, and/or developing bus driver skills including Texas State Department of Education Core Units.
3. Evaluates performance of bus drivers and applicants for the purpose of ensuring that basic skills levels are met and are in compliance with state certification requirements.
4. Informs bus drivers and applicants (e.g. rules, regulations, laws, procedures, etc.) for the purpose of providing information for follow-up action and/or proper procedures.
5. Maintains manual and electronic documents, files and records (e.g. licensing, certificate, and medical expiration dates; cumulative hours; student behavior reports, mileage logs, etc.) for the purpose of documenting activities and/or providing an up-to-date reference and audit trail.
6. Oversees bus driver licensing, training requirements and certificate status (e.g. driver's licenses, physicals, drug screenings, CPR/First Aid, etc.) for the purpose of ensuring compliance with all state, federal and administrative requirements.
7. Performs functions of a school bus driver for the purpose of meeting the district's transportation needs.



## JOB DESCRIPTION **FIELD TRAINER/BUS DRIVER**

### QUALIFICATIONS:

#### Essential Functions (Continued)

8. Prepares a variety of written materials (e.g. activity reports, training handouts, safety information guidelines, driver evaluations, etc.) for the purpose of communicating information to bus drivers, other district personnel, state officials, etc.
9. Processes documents and materials (e.g. citations, referrals, incident reports) for the purpose of disseminating information to appropriate parties.
10. Schedules training and testing of bus drivers for the purpose of ensuring compliance with all mandated requirements and regulation.

#### Other Functions

Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

#### Job Requirements: Minimum Qualifications, Skills, Knowledge and Abilities

1. **SKILLS** are required to perform multiple, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment; using pertinent software applications; operating heavy and light duty vehicles; preparing and maintaining accurate records; and training.
2. **KNOWLEDGE** is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: safe driving practices; provisions of the Motor Vehicle Code and the Education Code applicable to the operation of vehicles transporting school students; state licensing requirements; first aid and CPR; and bus maintenance and repair.
3. **ABILITY** is required to schedule activities, meetings, and/or events; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with similar types of data; and utilize specific, job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is moderate. Specific ability-based



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### QUALIFICATIONS:

#### Other Functions

competencies required to satisfactorily perform the functions of the job include: maintaining confidentiality; adapting to changing work priorities; meeting schedules/deadlines; building relationships with school age children, parents, coaches, teachers, etc.

### MAJOR RESPONSIBILITIES AND DUTIES

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services

### WORKING CONDITIONS:

#### Mental Demands/Physical Demands/Environmental Factors:

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 40% sitting, 35% walking, and 25% standing. The job is performed under minimal temperature variations and under conditions with some exposure to risk of injury and/or illness.

#### Experience

Job related experience with increasing levels of responsibility is desired

#### Minimum Education/Certification:

Any combination equivalent to graduation from high school supplemented by training or course work pertaining to school bus driver training and experience in the operation of a school bus.

#### Equivalency

1. Valid Class "B" Driver's License with "P" and "S" endorsement
2. Texas Driver Instructor Certificate
3. Texas School Bus Driver Training Certificate
4. Blood Borne Pathogens, Fire Extinguisher certificates, First Aid and CPR Certificates



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### **WORKING CONDITIONS:**

#### **Equivalency (Continued)**

Pre-employment Proficiency Test  
Drug and Alcohol testing  
Pre-employment Physical Exam

#### **Required Testing Certificates & Licenses**

Maintain Licenses/Certification  
Continuing Education / Training

#### **Other**

1. Comply with district policies, as well as state and federal laws and regulations.
2. Adhere to the district's safety policies and procedures.
3. Maintain confidentiality in the conduct of district business.
4. 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).
5. Demonstrate regular and prompt attendance.
6. Other duties as assigned.

### **SUPERVISION EXPERIENCE:**

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

### **EVALUATION:** Auxiliary Evaluation

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or 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: JUNE, 2020**