

**KYRENE SCHOOL DISTRICT
CLASS SPECIFICATION
BUS DRIVER TRAINER**

<u>DEPARTMENT:</u>	<u>BAND/GRADE/SUBGRADE:</u>	<u>FLSA STATUS:</u>
Garage & Transportation	B/2/1 – B/2/2	Nonexempt

<u>CLASS SUMMARY:</u>
<p>The Bus Driver Trainer is a standalone broad class encompassing both trainers and lead trainers. Incumbents are responsible for training bus drivers and conducting third party testing as well as driving buses on assigned bus routes and driving buses and shuttles for scheduled trips. As assigned as lead, responsibilities include monitoring the work of other bus drivers.</p> <p>Based upon assignment, duties include activities such as driving buses; preparing classroom training materials and packets; conducting classroom, road, and in-service training; testing for bus driving certification including preparation of required documentation; and assisting with bus dispatch, refueling, repair, and cleaning as needed.</p> <p>As assigned, incumbents act as lead worker for other bus driver trainer staff making work assignments and determining completion of work.</p> <p>The Bus Driver Trainer is distinguished from other classes in the focus on training bus drivers and, as assigned, serving as lead worker monitoring the work of bus driver trainer staff.</p>

<u>ESSENTIAL DUTIES:</u>	<u>PERCENT OF TIME</u>	<u>BAND/ GRADE RATING</u>
This class specification represents only the core areas of responsibilities; specific position assignments will vary depending on the needs of the department.		
As assigned, acts as lead worker for bus driver trainers prioritizing work, making work assignments, and collecting performance-related documentation and conducts on the road training and performs testing for Commercial Driver’s Licenses and Bus certifications.	Daily 25%	B/2
As assigned, assists in the dispatch office answering phones, reserving vehicles, dispensing keys, and documenting related operations;.	Daily 20%	A/1
As assigned, fuels and repairs seats, flooring, interiors, lights, tires, and glass in District vehicles including buses, trucks, cars, and vans including repair costing; or assists in dispatch office activities such as answering phones, reserving vehicles, dispensing keys, and related activities.	Daily 15%	A/1
Performs preventative maintenance on bus interiors; maintains inspection logs; and performs fluid and tire inspection and filling as necessary including updating related logs.	Daily 15%	A/1
As assigned, supports bus driver training process including activities such as preparing classroom materials; conducting classroom training; assisting	Weekly 5%	B/2



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with in-service training; writing training reports, forms and manuals.		
Serves as backup bus driver or regular route driver and assists with the pickup and delivery of vehicles for emissions testing and repairs.	Weekly 5%	A/1
Performs other duties of a similar nature and level as assigned.	As Required	

Training And Experience:

High School Diploma or GED and, based upon assignment, one to two years of bus driving experience are required including, as assigned, one year of supervisory experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing/Certification Requirements:

- AZ Commercial Driver’s License with P&S endorsement;
- AZ School Bus Driver’s Certificate;
- CPR Certificate with AED;
- First Aid Certificate;
- Physical Performance Test (PPT) Certificate;
- Classroom Instructor Certification;
- Behind the Wheel Instructor Certification;
- 3rd Party Testing Certification.

Knowledge of:

- Pertinent federal, state, and local laws, codes, rules, regulations, codes, and statutes;
- District policies, procedures, organization structure and school requirements;
- School bus driver training principles and procedures;
- Safety procedures.

Skill in:

- Working under pressure to meet timelines and handling multiple and changing priorities;
- School bus driver training;
- Driving a school bus;
- Establishing and maintaining harmonious working relationships with those contacted in the course of work; demonstrating tact, diplomacy and patience.



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ADA and Other Requirements:

Positions in this class typically require: climbing, crawling, stooping, kneeling, crouching, fingering, standing, walking, pushing, reaching, lifting, feeling, talking, hearing, seeing, and repetitive motions.

Incumbents may be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, and travel.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Class History Information:

Prepared by Fox Lawson & Associates 10.24.08

