

KYRENE SCHOOL DISTRICT, ARIZONA

CLASS SPECIFICATION

CLASS TITLE: Lead Bus Driver/Trainer

BAND	GRADE	SUBGRADE
B	2	2
DEPARTMENT: Transportation	ACCOUNTABLE TO: Supervisor	FLSA STATUS: Non-exempt
CLASS SUMMARY: Incumbent is responsible for operating buses and for conducting in class and on the road training for bus drivers. Duties include: driving buses; preparing classroom materials and packets; conducting in class training; conducting on the road training; assisting with in-service training and activities; testing for Commercial Driver's License training and for Bus Certification; preparing required reports; managing the Trip Reduction Program and, assisting in the dispatch office.		
DISTINGUISHING CHARACTERISTICS: The Bus Driver/Trainer is the second level in a two level bus driver/trainer series. The Lead Bus Driver/Trainer is distinguished from the Bus Driver/Trainer in that the lead assigns and monitors the work of other Bus Driver/Trainers and conducts 3 rd party testing certification.		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY	BAND/ GRADE
1.	Conducts on the road training and performs testing for Commercial Driver's License and Bus Certification.	Daily	B2
2.	Assists in the dispatch office to include answering phones, reserving cars and vans, handing out keys, and typing.	Daily	A1
3.	Collects data for the purpose of performance evaluations.	Daily	B2
4.	Acts as lead for bus driver/trainers by prioritizing work and making work assignments.	Daily	B2
5.	Prepares classroom materials and packets and conducts in class training.	Weekly	B2
6.	Serves as a backup bus driver.	Weekly	A1

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7.	Assists with in-service planning and activities.	Annually	B2
8.	Writes required reports, training forms, and manuals.	Annually	B2
9.	Ensures proper completion of paperwork for certification of drivers to include: physical results, drug tests, road tests, refresher training, CPR/First Aid training, DPS cover sheet, and fingerprinting background check.	Monthly	B2
10.	Manages the District Trip Reduction Program.	Weekly	B2
11.	Performs other duties of a similar nature or level.	As Required	N/B

Knowledge (position requirements at entry):

Knowledge of:

- Traffic laws;
- School bus minimum standards;
- CDL Manual;
- Radio equipment;
- Emergency procedures;
- Basic computer skills.

Skills (position requirements at entry):

Skill in:

- Preparing training materials;
- Conducting Bus Certification tests;
- Operating a bus;
- Using radio equipment;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

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Training and Experience (position requirements at entry):

High School Diploma or General Equivalency Diploma (G.E.D.), one year supervisory experience and one year bus driver experience, or any combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. Incumbents are required to be 18 years or older.

Licensing Requirements (position requirements at entry):

- Arizona Commercial Driver's License (Class B) with passenger endorsement;
- Cardio Pulmonary Resuscitation (CPR) Certification;
- First Aid Certification;
- Classroom Instructor Certification;
- Behind the Wheel Instructor Certification;
- 3rd Party Tester Certification. (required within 6 months of employment)

Physical Requirements:

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

Incumbents may be subjected to fumes, odors, dusts, gases, poor ventilation, 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.

Classification History:

Draft prepared by Fox Lawson and Associates LLC (kw)

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