

KYRENE SCHOOL DISTRICT
CLASS SPECIFICATION
BUS DRIVER DISPATCHER/TRAINER

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

CLASS SUMMARY:

The Bus Driver Dispatcher/Trainer is a standalone broad class encompassing dispatchers, trainers and lead trainers. Incumbent driver trainers or lead drivers trainer 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 driver trainer, responsibilities include monitoring the work of other bus drivers.

Based upon assignment, bus dispatchers are responsible for assigning drivers to vacant routes, contacting transportation staff to perform unscheduled driving shuttles and interfacing with schools, parents and other District organizations; coordinates bus and other vehicle repair transport and communicates with vendors to schedule repairs and retrieve repaired vehicles; monitors VersaTrans for student and route information; monitors GPS for bus activities and as needed supports the driver training program. Prepares field trips and athletic trips and works through the T.O.M routing program.

As assigned to bus driver/trainer roles, 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.

As assigned, lead driver trainer acts as lead worker for other bus driver trainer staff making work assignments and determining completion of work.

The Bus Driver Dispatcher and Driver Trainer is distinguished from other classes in the focus on assigning drivers to routes or redirecting drivers/routes to best service the Department due to unforeseen road conditions to ensure the safe and timely delivery of students to and from school, training bus drivers and, as assigned, serving as lead driver trainer monitoring the work of bus driver trainer staff.

<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, dispatchers act as lead worker in assigning buses and drivers, prioritizing work, making work assignments, and collecting performance-related documentation. As assigned, driver trainers conduct on the road training and perform testing for Commercial Driver’s Licenses and Bus certifications. As assigned, dispatchers coordinate movement of buses and other vehicles to vendors for repairs. Monitors VersaTrans for student and route information.	Daily 35%	B/2



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<u>ESSENTIAL DUTIES CONTINUED:</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, driver trainers assist in the dispatch office answering phones, reserving vehicles, dispensing keys, and documenting related operations;.	Daily 25%	A/1
As assigned, supports bus driver training process including activities such as preparing classroom materials; conducting classroom training; assisting with in-service training; writing training reports, forms and manuals, monitors GPS for bus activities, prepares reports for Supervisors concerning driver operations, attendance and compliance to operational standards.	Weekly 10%	B/2
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; Driver/Trainers only
- Behind the Wheel Instructor Certification; Driver/Trainers only
- 3rd Party Testing Certification. Driver/Trainers only

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.



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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.

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
Revised by Human Resource Services 09.17.10

