

## ASSISTANT TRAINER

<b>Reports to:</b>	<b>Director of Transportation (or his/her designee)</b>
<b>Classification:</b>	<b>Classified</b>
<b>FLSA Status:</b>	<b>Non-Exempt</b>
<b>Terms of Employment:</b>	<b>Upon completion of requirements, the Assistant Trainer will be employed on a nine-month basis working their regular work hours, plus hours assigned by the Trainer/Safety Coordinator. Assistant Trainers are expected to check in with the Trainer/Safety Coordinator on a daily basis to determine schedule. In addition to the nine-month schedule, trainers are expected to be available during July and August for training of new Drivers. Assistant Trainer's positions are assigned for one year. Qualified School Bus Drivers will apply or reapply by May 1<sup>st</sup> each year. If selected, they must successfully complete a safety course to acquire Trainer status.</b>
<b>Evaluation:</b>	<b>Performance in this position will be evaluated regularly by the supervisor and in accordance with Board Policy If an Assistant Trainer is disqualified during the school year due to an accident/incident or a moving violation, his/her status, as an Assistant Trainer, will be reviewed by the Director of Transportation and the Superintendent.</b>
<b>Compensation:</b>	<b>Reviewed and established annually by the Board of Education</b>

### **JOB SUMMARY:**

To train Bus Drivers and Monitors in safety measures as directed by the District.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES: Additional duties may be assigned.**

- Maintains regular attendance.
- Uphold and model safety and operational procedures as directed by the District.
- Attend skill enhancement inservices as required.
- Conduct training for Bus Drivers and Monitors as assigned.
- Assist in the evaluation of driver/monitor readiness.
- Assist in the assessment of driver performance prior to assigning a route.
- Perform accurate road observations.
- Read a map and write directions.
- Assist in the education of student management procedures for drivers.
- Meet with Trainer/Safety Coordinator and or Administrative Staff as directed.
- Conduct student safety workshops as directed.
- Communicate issues involving training or safety violations to the Trainer/Safety Coordinator or Director of Transportation.
- Encourage Bus Drivers and Monitors to achieve the highest level of performance.
- Assist safety staff with other related duties.
- Possess the ability to effectively communicate, verbally and in written form, with administrators, staff and the community as needed.
- Be responsible for personal and district-owned equipment.
- Assure that child restraints are appropriate for size of child in accordance with Federal and State guidelines.
- Assure that drivers and monitors are trained in correct installation of child restraints.
- Submit paperwork to Department of Revenue to obtain and new bus driver permits.
- Schedule trainees for CDL testing.
- Maintain driver files regarding appropriate permits and licenses.
- Possess the ability to effectively communicate, verbally and in written form, with administrators, staff and the community as needed.

**SUPERVISORY RESPONSIBILITIES:**

The Trainer/Safety Coordinator has supervision and evaluation responsibilities for assistant trainers.

**QUALIFICATIONS AND REQUIREMENTS:**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.*

*The requirements listed below are representative of the knowledge, skill, and/or ability required.*

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**EDUCATION AND/OR EXPERIENCE:**

- Minimum of three years successful school bus driving experience and be
- Currently be employed as a bus driver working less than six hours a day with no preventable accidents/incidents or moving violations within the last year.
- Possess effective communication skills, student management skills and have a strong desire to take responsibility for the safety involved in transporting District students.

**COMMUNICATION SKILLS:**

- Ability to write reports consistent with the duties of this position.
- Ability to effectively present information and respond to questions from administrators, staff and the general public.

**MATHEMATICAL SKILLS:**

- Ability to add, subtract, divide, multiply, and divide in all units of measure consistent with the duties of this position.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations consistent with the duties of this position.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Ability to interface effectively with other district personnel.

**REASONING ABILITY:**

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**OTHER SKILLS AND ABILITIES:**

- Ability to accurately perform assigned tasks.
- Ability to perform duties in full compliance with district requirements and School Board Policies.

**PHYSICAL DEMANDS:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is frequently required to stoop, reach, stand, walk, lift, pull, push, grasp, climb, talk, hear, see, drive, reach with hands and arms, balance and conduct repetitive wrist and/or hand movements. While performing the duties of this job, the employee may frequently lift and/or move at least 25 pounds of materials (100 pounds when operating a wheelchair lift and assisting a special-needs student), etc. The position requires the individual to meet multiple demands from several people and interact with the public and other staff.

**WORK ENVIRONMENT:**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable*

*individuals with disabilities to perform the essential functions.* The noise level in the work environment is moderate to loud.

**The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed by this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.**

Assistant Trainer  
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