



## City of St. Charles School District

### **TRAINER/SAFETY/BUS DRIVER**

Reports to:	Director of Transportation (or his/her designee)
Classification:	Classified
FLSA Status:	Non-Exempt
Terms of Employment:	254 days, which includes 8 paid holidays according to Board Policy.
Evaluation:	Performance in this position will be evaluated regularly by the supervisor and in accordance with Board Policy
Compensation:	Reviewed and established annually by the Board of Education

#### **JOB SUMMARY:**

To oversee the training process of bus drivers and monitors including on-going safety meetings, and to educate the trainers who will be instructing these employees.

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

- Attends/Completes District PD and training.
- Maintains regular attendance.
- Be responsible for personal and district-owned equipment.
- Coordinate training for all new bus drivers and monitors in accordance with local, state and federal laws, policies and recommendations.
- Conducts training for bus drivers and monitors on an on-going basis as directed by the Assistant Director.
- Road observations visual and ride along.
- Retrain drivers as needed due to accidents, incidents or other situations calling for more training.
- Assess ability of driver performance and make recommendations for driver placement.
- Communicate information about driver development and safety training issues to the Assistant Director of Transportation.
- Assist with dispatching as needed.
- Evaluate driver readiness.
- Schedule refinements for bus drivers.
- Drive routes as necessary.
- 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.

- Observes and instructs drivers on the rules, regulations, and expectations affecting bus drivers, contained in the Board of Education Policies and the Transportation Handbook.
- Accompanies new and experienced drivers for training and observation purpose including loading and unloading procedures and driver discipline procedures.
- Submit paperwork to Department of Revenue to obtain and new bus driver permits and licenses.
- Trains drivers and schedules trainees concerning all aspects of the CDL test and schedules CDL testing.
- Monitors ongoing training requirements after receiving CDL license.
- Maintain driver files regarding appropriate permits and licenses.
- Maintains bus first aid kits, body fluid kits, and other drivers' supplies.
- Immediately reports bus safety or hazards to Assistant Director.
- 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. Trains drivers and schedule trainees concerning all aspects of CDL test and schedules CDL testing.

**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:**

- High school diploma or equivalent
- Minimum of three years successful driving experience
- Ability to communicate effectively with bus drivers in the training and retraining process.
- Certified as a child restraint installer.
- Annual physical & Dexterity Tests
- Current CDL with “S” and “P” endorsement.

**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.

Trainer/Safety Coordinator  
SY 2011-2012  
Revised SY 2015-2016  
Revised SY 2022-2023