



## **Coord 6 / Driver Training-Test**

### **Purpose Statement**

The job of Coord 6 / Driver Training-Test is done for the purpose/s of identifying and providing required classroom instruction and behind the wheel driver training; addressing school bus regulations and safety procedures; maintaining required documentation in compliance with state certification and district/state/federal requirements; and performing the duties of a bus driver as needed.

This job reports to Director of Transportation

### **Essential Functions**

Attends work regularly to fulfill duties specific to the assignment for the purpose of providing quality educational experiences and continuity for assigned students, parents, and the overall school community.

Conducts classroom and behind-the-wheel bus driver training for the purpose of presenting, reinforcing and/or developing bus driver skills including state department of education requirements.

Evaluates performance of bus drivers and driver applicants for the purpose of ensuring that basic skill levels are met and are in compliance with state certification requirements.

Informs bus drivers and driver applicants regarding rules, regulations, laws, procedures, etc. for the purpose of providing information, requesting follow-up action and/or implementing procedures.

Maintains manual and electronic documents, files and records (e.g. student passengers, route miles, field trips, district and state financial reports, field trip expenses, etc.) for the purpose of documenting activities and/or providing an up-to-date reference, audit trail and reports.

Oversees bus driver licensing, training, training requirements and certificate status (e.g. driver's licenses, physicals, drug screenings, CPR/First Aid, etc.) for the purpose of ensuring compliance with regulatory requirements.

Participates in unit meetings, in-service training, workshops, etc for the purpose of conveying and/or gathering information required to perform job functions.

Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Performs functions of a school bus driver for the purpose of meeting the district's transportation service needs.

Prepares a variety of documents and reports (e.g. activity reports, training handouts, safety information guidelines, driver evaluations, etc.) for the purpose of providing information and/or training materials to bus driver, other district personnel and outside agencies as required by established policies and/or regulatory guidelines.

Schedules training and testing of and/or by non-district personnel for the purpose of ensuring compliance with district policies and established regulatory requirements.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform single, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment; using pertinent hardware and software applications; operating heavy and light duty vehicles; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: safe driving practices; provisions of the motor vehicle code and the education code applicable to the operation of vehicles transporting school students; and state licensing requirements.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals; work with a variety of data; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communication with persons of diverse backgrounds/knowledge/skills; motivating others; and dealing with frequent interruptions.

### **Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to impact the organization's services.

### **Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some climbing and balancing, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 40% sitting, 35% walking, and 25% standing. The job is performed under minimal temperature variations and in a generally hazard free environment.

**Experience:** Job related experience with increasing levels of responsibility is required.

**Education:** Targeted, job related education with study in job-related area.

**Equivalency:**

### **Required Testing**

Alcohol and Drug Test  
Pre-Employment Proficiency Test

### **Certificates and Licenses**

Bus Driver's Certificate (CDL) Third Party Tester Certificate  
CPR/First Aid Certificate  
Valid Drivers License and evidence of insurability

### **Continuing Educ. / Training**

Continuing Education Requirements  
Maintain third party tester certificate and CDL certificate

### **Clearances**

Criminal Justice Fingerprint/Background Clearance

**FLSA Status**

Non Exempt

**Approval Date**

**Salary Grade**

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