

Title: School Bus Operator Trainer/Tester & Routing Specialist

Employee Category: 6/Educational Support Personnel

Qualifications:

1. High School Diploma or equivalent.
2. Possess a valid Florida Commercial Driver's License, Class B, with passenger, air brake and school bus endorsements.
3. Ability to successfully complete DOE School Bus Operators Trainer/Instructor Certification.
4. Three (3) years' experience in transportation services.
5. Have specialized training and experience in the areas of: transporting students with special needs; wheelchair securement and occupant restraint.
6. Satisfactory performance in current or most recent position.

Knowledge, Skills and Abilities:

Knowledge of the organization, operation and goals of the transportation department; in the operation of a school bus, safety precautions relating to the transportation of students; and rules and regulations of school bus operations and state traffic laws. Ability to effectively communicate, read maps and route directions. Possess strong computer skills and ability to understand and effectively implement transportation software. Have the ability to effectively prioritize and complete multiple tasks and to work effectively while experiencing interruptions and distractions. Have ability to make responsible and swift decisions. Possess good oral and written communication skills exhibiting correct use of grammar, spelling, and business English. Have the ability to communicate in a courteous and professional manner and to establish and maintain positive working relationship with others. Ability to maintain confidentiality.

Reports to: Coordinator of Transportation

Job Goal:

To facilitate the smooth, orderly, efficient operation of the workplace by performing both specialized and routine assignments to include: bus operator training, tracking licensing requirements and safe routing.

Performance Responsibilities:

1. Schedule and conduct CDL testing per Department of Highway Safety and Motor Vehicles (DHSMV) agreement and DOE requirements.

2. Assist with developing, scheduling, facilitating, and instructing training classes/sessions for new bus drivers.
3. Conduct route and bus stop reviews as requested by the Transportation Coordinator.
4. Assist the Transportation Coordinator in maintaining training records, certifications, and accident review and reporting.
5. Train and monitor Bus Operators to ensure safe operation and conformity with laws, rules, and regulations.
6. Assist with training for bus evacuations, preparing and implementing safety policies and procedures.
7. Assist with preparing and implementing effective and efficient bus routes as requested by the Transportation Coordinator.
8. Inspect special needs equipment and placement as needed.
9. Assist with processing Transportation Requests.
10. To assist the Coordinator in administering a recruiting program for critical need positions within the department.
11. Collect and compile relevant data for surveys, route information, and student database.
12. Maintain harmonious and team-working relationship with other personnel.
13. Use effective, positive interpersonal communication skills.
14. Assist with covering dispatching.
15. Drive assigned bus routes as needed.
16. Perform other duties as an assigned by the Transportation Coordinator or Superintendent.

Physical Requirements: Physical Work - Exerting up to 50 pounds or more of force occasionally and/or 20 pounds of force regularly to move objects.

Terms of Employment: Twelve Months

Evaluation: Annually by Coordinator of Transportation. Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Salary Item Number: Item 47