

USD 261 EDUCATIONAL SUPPORT STAFF
POSITION DESCRIPTION

POSITION TITLE: **TRANSPORATION SAFETY/DRIVER TRAINER**

SUPERVISOR: Director of Transportation / Director of Operations

PAYMENT RATE: According to Educational Support Staff Salary Schedule

QUALIFICATIONS:

1. High school diploma or equivalent.
2. Experience preferred in public school transportation or educational field.
3. Must have Kansas CDL and school bus driver's license.
4. Must pass and is subject to drug tests as required by federal and state law and the policies regarding drug testing.
5. Knowledge of computers.
6. Knowledge of safety standards, law codes, rules, regulations, policies, and procedures related to pupil transportation.
7. Ability to use maps and charts to route transportation needs.
8. Knowledge of streets and roads in the area.
9. Maintain current TB testing as required by Health Department regulations (after employment offer is made).

ESSENTIAL FUNCTIONS:

1. Assist with assignment of curricular and extra-curricular field trips to ensure the delivery of proper transportation for district activities/events.
2. Receive and respond to calls from parents, faculty and others; receive and distribute messages; provide information concerning routes, schedules, and related information for the purpose of communicating with the public.
3. Assist in maintaining records on material, pupils, mileage, equipment operation and personnel to document work.
4. Investigate and make reports of all accidents involving a school bus or occupants; report incidents which affect the safety of students for the purpose of providing liability information that is in accordance with local and state regulations.
5. Plan and organize a bus driver training program in order to comply with Kansas state laws and district policies and procedures.
6. Conduct classroom instruction programs for prospective and new school bus drivers for the purpose of conveying information of district's policies and procedures.
7. Provide retraining as necessary; arrange written and driving tests required for driver certification; assist with safety meetings for drivers for the purpose of ensuring a safe work environment.
8. Perform field observation of drivers to observe safety and adherence to laws and regulations to ensure that all drivers are abiding by local and state laws.

9. Participate in reviewing and upgrading performance of existing drivers to ensure that all drivers are performing according to district and state policies.
10. Provide input to supervisor for performance evaluations based on check rides in order to improve driver performance.
11. Assume the duties of the Transportation Director in his/her absence to provide for smooth and efficient operations.
12. Maintain a high level of confidentiality regarding student and staff information in order to remain in compliance with legal requirements and to maintain a professional work environment.
13. Perform other duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

PHYSICAL REQUIREMENTS/ENVIRONMENTAL CONDITIONS:

Physical and emotional ability and dexterity to perform required work and move about as needed in a fast-pace, high-intensive work environment.

TERMS OF EMPLOYMENT:

At will

PERFORMANCE REVIEW:

Performance effectiveness evaluated in accordance with Kansas Statutes and Board of Education Policy.

APPROVED: 07/21/2008