

**NORTH WASCO COUNTY SCHOOL DISTRICT**  
**JOB DESCRIPTION – Bus Driver Trainer**

---

**Title:** Bus Driver Trainer  
**Classification:** Classified/ESP  
**Reports To:** Director of Transportation  
**Work Year** 181 Days/Year (as required)

**Job Purpose Statement/s:**

The position of Bus Driver Trainer prepares and conducts individual and groups training programs for school bus drivers.

**Qualifications:** 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.

- Knowledge of laws, rules and regulations governing school transportation.
- Knowledge of safe driving techniques and motor vehicle laws.
- Knowledge of the basic operation of a school bus.
- Knowledge of proper procedures to follow in case of an emergency.
- Knowledge of communication and behavior management techniques to effectively interact with students.
- Ability to possess and maintain a valid Oregon Driver's License and maintains an insurable status for automobile liability coverage.
- Ability to possess and maintain a driving record that conforms to the requirements of the State Department of Education for the issue of a School Bus Driver's Certificate.
- Ability to successfully complete classroom and on-the road vehicle operation training and defensive driving training.
- Must hold a current recognized first aid card or be willing to obtain same if directed by the district under ORS 342.664 (2).
- Two years of experience operating a large vehicle.
- One year of experience operating a school bus.
- Possess a current School Bus Certificate.
- Be recommended by the transportation director.
- Successfully complete required ODE Behind the Wheel Training.
- Attend required ODE CORE Training

**Education/Experience:**

- Any combination of education, training, and experience which demonstrates ability to perform the duties and responsibilities as described within this job description.

**Language Skills:**

- It is essential to read and interpret documents written in English such as safety rules, operating and maintenance instructions and procedure manuals. It is essential to speak English effectively to individuals or small groups, and to write simple correspondence or memos.

**Mathematical Skills:**

- Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

**Reading Ability:**

- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.

**Reasoning Ability:**

- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situation.

**Certificates and Licenses:**

- Must have a current Oregon/Washington driver's license and have an acceptable driving record.
- Possess and maintain an appropriate and valid Oregon Class B Commercial Driver's License issued by the State Department of Motor Vehicles.
- Ability to perform the physical requirements of the position, as certified by a physician.

**Essential Duties and Responsibilities:** include the following

- Develops and instructs new training program and recertification program for school bus drivers based upon Oregon Department of Education (ODE) requirements and District policies.
- Assists with one-on-one training and testing for school bus drivers, type 10 and type 20 drivers.
- Arranges and conducts written and driving tests required for driver certification.
- Creates and conducts a program for reviewing and improving performance of school bus drivers. This may include doing bus cleanliness inspections, reviewing pre-trip inspections, and ride-a-longs for driver performance.
- Arranges and conducts department staff and safety meeting for bus drivers and special need bus aids.
- Assists in the development of accurate training records to show drivers (school bus, type 10 and 20) meet the qualifications for their certification or ODE approval and maintain records retention as required by Oregon department of Transportation (ODOT), ODE, Oregon Department of Motor Vehicles (DMV) and the District.
- Assists with record/input required training with ODE for school bus driver certification and renewal. Also for type 10 and 20 drivers. This may be written and/or electronic.
- May participate in reviewing driver applicants and interviewing with recommendation regarding hiring.
- Create and maintain test routes as may be required by Oregon Department of Education and Department of Motor Vehicles for driver certificate issue or approval.
- Excellent communication skills. – Written and oral.
- Organized, able to prioritize and manage time
- Other duties may be assigned as necessary.

**Workplace Expectations:**

- Work effectively with and respond to people from diverse cultures or backgrounds.
- Demonstrate professionalism and appropriate judgment in behavior, speech and dress in a neat, clean and appropriate professional manner for the assignment and work setting.
- Have regular and punctual attendance.
- Confer regularly with other licensed staff and immediate supervisor.
- Follow all District policies, work procedures and reasonable requests by proper authority.
- Maintain the integrity of confidential information relating to a student, family, colleague or District patron.
- Cultivate and model a respectful working and learning environment.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this job, the employee is regularly exposed to toxic or caustic chemicals. The employee is frequently exposed to wet and/or humid conditions. The employee is occasionally exposed to high, precarious places, fumes or airborne particles, outside weather conditions, and vibration. The noise level in the work environment is usually moderate.

**Physical Requirements:**

1. In an eight-hour day employee may:
 

a. Stand/Walk	<input type="checkbox"/> None	<input checked="" type="checkbox"/> 1-4 hrs	<input type="checkbox"/> 4-6 hrs	<input type="checkbox"/> 6-8 hrs
b. Sit	<input type="checkbox"/> None	<input type="checkbox"/> 1-3 hrs	<input type="checkbox"/> 3-5 hrs	<input checked="" type="checkbox"/> 5-8 hrs
c. Drive	<input type="checkbox"/> None	<input type="checkbox"/> 1-3 hrs	<input type="checkbox"/> 3-5 hrs	<input checked="" type="checkbox"/> 5-8 hrs
  
2. Employee may use hands for repetitive:
 

<input checked="" type="checkbox"/> Single Grasping	<input checked="" type="checkbox"/> Pushing and Pulling	<input checked="" type="checkbox"/> Fine Manipulation
---	---	---
  
3. Employee may use feet for repetitive movement as in operating foot controls:
 

<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
---	-----------------------------
  
4. Employee may need to:
 

a. Bend	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
b. Squat	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
c. Climb Stairs	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
d. Lift	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
  
5. Lifting:
 

<input type="checkbox"/> Sedentary Work: Lifting 10 pounds occasionally with frequent sitting and occasional standing/walking.
<input type="checkbox"/> Light Work: Lifting 20 pounds occasionally with occasional sitting and frequent standing/walking.
<input type="checkbox"/> Medium Work: Lifting 50 occasionally, 25 pounds frequently with occasional sitting and frequent standing/walking.
<input type="checkbox"/> Medium Heavy Work: Lifting 75 pounds occasionally, 35 pounds frequently with occasional sitting and frequent standing/walking.
<input checked="" type="checkbox"/> Heavy Work: Lifting or drag 125 pounds occasionally, 50 pounds frequently with occasional sitting and frequent standing/walking.

**Mandatory Child Abuse Reporting:** As a mandatory reporter (ORS.419b.010) you are required to immediately report to Law Enforcement and or Department of Human Services, any instances of suspected child abuse.

**EMPLOYEE STATEMENT:**

*"I have read and received a copy of this job description, and understand that a copy of this job description will become part of my personnel file. I am aware that my position description may be revised or updated at any time and once notified of changes, I remain responsible for knowledge of its contents.*

*I hereby certify that I possess the physical and mental ability to fulfill the essential responsibilities of the above position with or without reasonable accommodation(s). If I require accommodations(s) in order to fulfill any or all of these responsibilities, I agree to provide information to the District regarding the requested accommodation(s)."*

\_\_\_\_\_

Print Name

\_\_\_\_\_

Employee Signature

\_\_\_\_\_

Date