



## Transportation Full Time Trainer

### Purpose Statement

The job of transportation full time trainer was established for the purpose of providing expertise in new driver training office. The transportation full time trainer offers assistance and guidance in transportation training services with specific responsibilities for training new drivers to the district.

This job reports to the Transportation Director.

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### Essential Functions

- Conducts classroom and behind the wheel bus driver training for the purpose of presenting, reinforcing and/or developing bus driver skills as required by Federal, State, and Local laws and regulations regarding transportation.
- Assist in evaluating performance of bus drivers and driver applicants for the purpose of ensuring that basic skills levels are met and are in compliance with Federal, State, and local laws and procedures.
- Assist in a variety of programs for the purpose of providing and/or recognition.
- Stays up-to-date on all transportation laws and regulations regarding public school buses, their drivers and transporting children to and from school.
- Assist in informing bus drivers and driver applicants (e.g. rules, regulations, laws, procedures, etc.) for the purpose of providing information, requesting follow-up action and/or implementing procedures.
- Assist in investigating accidents involving school buses for the purpose of improving procedures, ensuring safety for all passengers and complying with established guidelines.
- Establish and maintains manual and electronic documents, files and records for the purpose of documenting activities and/or providing an up-to-date reference and audit trail.
- Participates in meetings, in-service training, workshops, etc. for the purpose of conveying and/or gathering information required to perform job functions.
- Assist in the scheduling of training and testing to ensure compliance with district policies and established regulatory guidelines.
- Follows up on safety concerns by re-training drivers in specific steps to prevent future occurrences (mirror training, backing training, pre-trip, post-trip, etc.).

### Other Functions

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

### Job Requirements: Minimum Qualifications

#### Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a need to occasionally 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 including utilizing pertinent software applications; planning and managing projects; budgeting and financial management; and developing effective working relationships.

KNOWLEDGE is required to perform simple math; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: personnel processes; pertinent policies, regulations and/or laws regarding education and/or school transportation.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize a variety of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; meeting deadlines and schedules; setting priorities; working as part of a team; dealing with frequent interruptions and changing priorities; and maintaining confidentiality. Must be able to deal with parents and others that are upset due to a problem with school transportation.



# Williamson County Schools

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## Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; and directing the use of budgeted funds within a work unit. Utilization of resources from other work units is often required to perform the job's functions. There is some opportunity to impact the organization's services.

## Working 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 75% sitting, 10% walking, and 15% standing. The job is performed under minimal temperature variations and in a generally hazard free environment.

**EXPERIENCE:** Valid Driver's License & Evidence of Insurability, plus a valid Tenn. Class "B" Commercial Driver's License with a "P" (Passenger) and "S" (School Bus and Air Brake Endorsement). Also trained as a qualified bus driver.

**EDUCATION:** High School Diploma

**EQUIVALENCY:** None Specified

**REQUIRED TESTING:**  
3RD Party Examiner Certificate

**CERTIFICATES & LICENSES:**  
Valid TN driver's license

**FLSA STATUS:**  
Exempt

**CONTINUING EDUCATION / TRAINING:**

**CLEARANCES:**  
Criminal Justice Fingerprint/Background Clearance

**SALARY GRADE:**  
Classified



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