



## TRANSPORTATION SUPERVISOR - TRAINING



### Job Overview

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.

---

### Job 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 follow 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.).

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

### Working Environment

The job is performed under minimal temperature variations and in a generally hazard free environment.

Generally, the job requires 75% sitting, 10% walking, and 15% standing.

Physical Requirements: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity.

### Qualifications

**Minimum experience:** Experience as a qualified bus driver.

**Minimum education:** High School Diploma

The ideal candidate will have the following education, experience, skills, knowledge, abilities and/or competencies:

- 3RD Party Examiner Certificate Preferred
- Skilled in operating standard office equipment including utilizing pertinent software applications; planning and managing projects; budgeting and financial management; and developing effective working relationships.
- Knowledge of pertinent policies, regulations and/or laws regarding education and/or school transportation.



## TRANSPORTATION SUPERVISOR - TRAINING



- Ability to communicate with diverse groups; meet deadlines and schedules; set priorities; work as part of a team; deal with frequent interruptions and changing priorities; and maintain confidentiality. Must be able to deal with parents and others that are upset due to a problem with school transportation.

**Required Testing:** None Specified

**Continuing Education/Training:** None Specified

**Required Certificates and/or Licenses:** 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).

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

**FLSA Status:** Exempt

**Employee Type:** Classified

*Pursuant to the Williamson County Board of Education's policy of non-discrimination, Williamson County Schools does not discriminate on the basis of race, sex, religion, color, national or ethnic origin, sexual orientation, age, disability, or military services in its policies, or in the admission of, access to, treatment, or employment in its programs, services, or activities.*