

TRENTON BOARD OF EDUCATION

JOB DESCRIPTION

SCHOOL BUS SAFETY TRAINER

QUALIFICATIONS:

1. Graduation from high school or evidence of equivalent educational proficiency, preferably supplemented by college level courses.
2. Five (5) years of experience driving a CDL Class 'B' school bus with P and S endorsements and no air brake restriction.
3. Completion of a 40-hour school bus driver instructor training program and one year of transportation supervisory experience or industry 40-hour advanced instructor training equivalent.
4. Knowledge of state and federal laws and regulations related to driver training and student safety.
5. Knowledge of child safety program.
6. Skill in operating a bus and troubleshooting minor problems.
7. Ability to teach required subjects to obtain NJ school bus driver's authorization.
8. Ability to instruct CDL requirements.
9. Ability to provide effective instruction in other categories (i.e. confidentiality and behavioral intervention strategies)
10. Ability to establish and maintain effective working relationships.
11. Develop and maintain accurate driver training records.
12. Evidence of effective oral and written communication skills.
13. Ability to work effectively under pressure.
14. Proficiency in basic computer and presentation skills.
15. Basic knowledge of routing procedures and methods.
16. Ability to read and interpret road maps.
17. Knowledge of GPS tracking and camera surveillance software (i.e. Zonar, Synovia)
18. Excellent driving record.
19. Ability to maintain confidentiality.

REPORTS TO:

Manager of Transportation Operations

JOB GOAL

Ensure compliance with State and Federal laws, rules, and regulations regarding school bus safety; conduct and evaluate the periodic training, retraining, in-service training, instructional programs in driving efficiency, proper use of emergency equipment; and the dissemination of industry best practices for avoiding accidents.

1. Assist when requested with pre-interview and recommendation to train.
2. Train and retrain as necessary all bus drivers and substitute bus drivers.
3. Organize and present safety messages and child safety program to students.
4. Organize and present monthly safety / in service meetings.
5. Annually conduct on-the-road evaluations of all bus drivers.
6. Evaluate School Bus Drivers candidates on their driving abilities.
7. Work with vehicle maintenance personnel on possible driver training to avoid equipment abuse.
8. Acts as a substitute driver as needed.
9. Assists in checking bus stop and routes for safety.
10. Remain on-call for responding to bus accidents if needed.
11. Perform other duties and responsibilities as assigned by the Manager of Transportation Operations.
12. Respond to accidents as instructed by the transportation manager and assist with the investigation.
13. Ensure state required paperwork is properly filled out and filed in timely manner.

TERM OF EMPLOYMENT: Twelve (12) Months

BARGAINING UNIT: N/A

SALARY:

STATUS: Hourly___ Salaries X
Exempt___ Non-Exempt X

EVALUATION: Performance of the position will be in accordance with the Board's policies and procedures on evaluation.

BOARD APPROVAL: