

Washington County School District Job Description

Job Title: Behind the Wheel Driver Instructor
Department: Transportation Department
Reports To: Transportation Administrator
FLSA Status: Non Exempt
Salary Schedule: MN lane 4
Prepared By: Transportation Administrator
Prepared Date: 1/14/2014 (revised 2/12/15)
Approved By: Human Resources Executive Director
Approved Date: 1/14/2014 (revised 2/12/15)

SUMMARY

Behind the Wheel Instructor provides behind the wheel instruction to District school bus drivers ranging in skill from applicants to veterans. Ensures that drivers are competent and skilled at the time of completion. District and State requirements are met by maintaining up-to-date records as well as enforcing and teaching policy and procedures. Instructs individuals and groups in theory, law, policy, and application of school bus driving by performing the following duties. Offers constructive criticism and remedial training to school bus drivers. Has the skills, knowledge and ability to recognize proficient school bus drivers. Must have the ability to keep information confidential and work in a professional environment.

ESSENTIAL DUTIES AND RESPONSIBILITIES may include the following. Other duties may be assigned. Regular, reliable worksite attendance and timeliness is an essential job function to perform the essential duties and responsibilities of the position.

Organizes and conducts behind the wheel training using Utah State Office of Education Curriculum.

Instructs school bus drivers in proper driving skills, knowledge, and application as needed to transport children in a school bus.

Teaches and implements State Standards as well as the State required training materials.

Instructs drivers regarding applicable laws, procedures, and policy.

Ensures drivers follow the approved routes.

Evaluates driver skill, knowledge, and ability.

Recommends drivers for additional training as necessary.

Certifies driver competency by testing, evaluation, and observation.

Evaluates school bus stops, loading and unloading zones for safety and efficiency.

Audits driver routes, mileage and minutes.

Documents training and keeps all training records up-to-date.

Drives bus to transport passenger's students, in order to maintain proficiency, license, and practical knowledge.

Serves as the expert driver in the absence of the regular driver assigned to a route.

Completes driver assessment test for essential functions of the job description. Refers drivers for fitness for duty examination and physical performance tests as necessary.

Maintains up-to-date safety information and instructs drivers as needed to update their knowledge of regulation or other changes.

Provides remediation training for bus drivers who have failed evaluations, demonstrated competency concerns, or who have been in a bus accident or incident.

Demonstrates and explains handling of bus in emergencies, driving techniques, and mechanical operation of bus.

Monitors drivers performance of route driving and parking requirements.

Observes individual's driving habits and reactions under various driving conditions to ensure conformance with operational standards and state vehicle code.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

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. Must demonstrate an acceptable level of maturity, good judgment, and emotional stability.

EDUCATION and/or EXPERIENCE

At least three years of bus driving experience and/or training; or equivalent combination of training and experience.

CERTIFICATES, LICENSES, REGISTRATIONS

State certification for bus driver training, Utah State Commercial Driver's License with all required endorsements, and approved medical certificate.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of employees. Offer instruction in many styles to provide the proper instruction needed to learn and demonstrate driving skills necessary for the safety of students.

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 and to draw and interpret bar graphs.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands; talk; and hear. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 25 pounds and frequently lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

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

While performing the duties of this job, the employee is regularly exposed to fumes or airborne particles. The employee is frequently exposed to moving mechanical parts, outside weather conditions, extreme cold, extreme heat, and vibration. The employee frequently uses safety equipment such as seat belts and safety straps. The employee is occasionally exposed to wet and/or humid conditions; high, precarious places; and toxic or caustic chemicals. The noise level in the work environment is usually moderate to loud.