



## 1612 TRANSPORTATION TRAINING COORDINATOR

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### **Classification Summary**

Develops, coordinates, and assists in the administration of driver training and driver improvement programs including initial and continuing courses for bus drivers, teachers, and District maintenance workers.

### **Distinguishing Characteristics**

Distinguished from Driver Trainer by responsibility for program management.

### **Supervisory Relationships**

Reports to the Assistant Transportation Manager. Provides technical direction and guidance to Bus Drivers. Provides supervision of Driver Trainers.

### **Examples of Duties**

1. Direct the initial training program for new bus drivers to attain State certification including DMV class 2 licensing, School Bus Core I,II,III, & IV, Advanced Core, Defensive Driving Course, and First Aid.
2. Direct the required continuing training program to maintain school Bus Drivers' licensing and to develop the Driver's skill level to its maximum.
3. Direct and conduct State and District required training and licensing for non-transportation personnel including teachers and coaches who drive school vans, Class 3 licensing, and remedial training for problem drivers.
4. Select, train, and evaluate certified Driver Trainers to accomplish the training and safety program.
5. Direct and conduct Driver improvement programs including safe driving, school bus safety exercise, Assertive Discipline, and public image.
6. Investigate and resolve complaints regarding driver performance, pupil behavior, bus routing, or stop locations. Interview driver, observe performance and pupil behavior, contact complainant or parent; evaluate and modify routes considering route path, stop locations, blind corners, narrow roads, safe crossings, traffic density, and road obstacles.
7. Coordinate, direct, and conduct employee evaluation for Bus Drivers' job performance with specific recommendations to Assistant Transportation Manager regarding improvement, advancement, or discipline.
8. Investigate and review accidents; organize, schedule, and chair safety committee review of all accidents to determine if "preventable". Assign remedial training for drivers involved in preventable accidents.
9. Direct and conduct school bus rider safety education programs in all the schools for District students. Explain and demonstrate use and function of safety equipment, emergency rules, evacuation methods, and proper boarding and exiting procedures.
10. Maintain Driver training and certification files to support Department of Motor Vehicle licensing and State Department of Education licensing and to maintain District standardization.
11. Operate as a spokesperson for Drivers in their relationships with other groups in the department, including mechanics, planners, and payroll.
12. Order and maintain an inventory of supplies used specifically by Drivers and record usage.
13. Perform emergency relief bus driving as assigned.
14. Maintains regular and prompt attendance.
15. Performs other related duties as assigned.

### **Required Knowledge Skills And Abilities**

1. Certified by the State Department of Education as a School Bus Driver Instructor certified by the Department of Motor Vehicles as a Class 2 examiner.

2. Ability to plan, implement, and manage District Transportation training programs.
3. Comprehensive knowledge of Driver certification requirements and ability to develop training courses specific to District needs.
4. Comprehensive knowledge of driving skills, safety practices, and emergency procedures required for safe and effective student transportation.
5. Ability to present course material and instruct a class group. Ability to assess Driver performance and determine appropriate remedial training, to motivate a change in inadequate performance, and to recognize potentially inadequate Drivers when training.
6. Ability to interact with and instruct many different levels of coaches, teachers, and administrators.
7. Thorough knowledge of the local geographic region, school locations, District bus routes, and transportation equipment.
8. Highly developed oral and written communication skills.
9. Ability to coordinate multiple projects simultaneously, and to work under pressure of deadlines and frequent interruptions.
10. Ability to operate all District vehicles at a fully functional level; ability to operate wheelchair lifts, movie projectors, video cameras, and current office technology and equipment (e.g., computer systems, fax, copiers, etc.)

#### **Minimum Qualifications for Class Entry**

1. Possession of a valid State of Oregon School Bus Driver's License and a Class 2 Driver's License Examiner's Certificate.
2. Licensure as an instructor for School Bus Driver Certification program by the State Department of Education.
3. Possession of a valid certification as an instructor for First Aid and Defensive Driving.
4. Three years' experience as a Bus Driver, with at least two years' experience as a Driver Trainer.
5. Some college level course work in Personnel or Business Management is preferred.

#### **Work Environment**

Work is performed in the transportation department office, in classrooms, and on busses. Incumbents in this class may be exposed to exhaust fumes, noise, accident risk, or inclement weather.