



## 1606 DRIVER DEVELOPMENT COORDINATOR

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### **Classification Summary**

Develop and implement a school bus driver and activity vehicle driver training program that meets or exceeds Department of Education standards. Develop and implement a District-wide driver improvement and driver safety program. Administer the District's school bus student discipline program and safe rider program. Perform other related work as required.

### **Supervisory Relationships**

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

### **Distinguishing Characteristics**

This classification is distinguished from the Driver Trainer classification by the responsibility for developing and managing programs of safety and training. Also by the requirement to communicate with parents and patrons in the community on sensitive issues of bus driver performance and rider discipline requiring the incumbent to clarify policies and procedures.

### **Examples of Duties**

(Any one position may not include all of the duties listed nor do the listed examples include all tasks found in positions of this classification.)

1. Develop, coordinate and implement a school bus driver training program including behind the wheel training, bus driver CORE training, defensive driving, assertive discipline, remedial and improvement training and all other classroom training for school bus drivers required by the Department of Education. Driver training involves Type 10, Type 20 activity drivers, maintenance and route delivery drivers throughout the District.
2. Develop, coordinate and implement a safe rider program for students, including rider training programs (i.e. emergency orientation and evacuation drills, hands on bus safety training at schools, etc-.)
3. Enhance communications within Transportation, the District and the community pertaining to transportation safety through the publication of newsletters and the development of manuals and procedures. Respond to informational needs and concerns of parents and patrons.
4. Administer the District's school bus student discipline program. Work with District resource personnel, administrators, and parents to develop programs to modify behavior of problem bus students. Represent Transportation services in any student discipline related hearing.
5. Investigate and resolve complaints and concerns regarding driver performance, pupil behavior, and safety. Conduct safety audits of District vehicular operations.
6. Coordinate and conduct bus employee evaluations required by the Department of Education. Provide evaluation documentation to the Transportation Manager and participate in the employee selection process for school bus drivers.
7. Investigate and review all accidents; organize, schedule and chair a safety review committee to determine preventability. Assign remedial training when appropriate.
8. Maintain driver training and certification files to support Department of Motor Vehicle and Department of Education licensing.
9. Coordinate the District's school bus crossing guard program.
10. Order and maintain an inventory of supplies used primarily by drivers in the conduct of work (i.e. first aid supplies).
11. Perform emergency relief bus driving as required.
12. Maintains regular and prompt attendance.
13. Performs other related duties as assigned.

**Required Knowledge, Skills, and Abilities**

1. Certification by the State Department of Education as a School Bus Driver Instructor and by the Department of Motor Vehicles as a Class 2 Examiner.
2. Ability to plan, implement and manage a District Transportation training program. Effective verbal communication skills to present training materials.
3. Comprehensive knowledge of Driver certification requirements and ability to develop training courses specific to District needs, including driving skills, safety practices, and emergency procedures.
4. Ability to assess Driver performances and training needs such as remedial training.
5. Skills in conflict resolution consisting of bringing several factions together, identifying areas of disagreement and causing resolution.
6. Ability to communicate effectively verbally and in writing. Ability to maintain harmonious relations with Transportation staff, District administrators, teachers, coaches, and community members.
7. Ability to operate all District vehicles at a fully functional level.

**Minimum Qualifications for Class Entry**

Three years experience as a qualified and certified bus driver with additional two years experience as a Driver Trainer. Possession of a valid State of Oregon Bus Driver's License and a Class 2 Driver's License Examiner's Certificate. Licensed as an instructor for school bus driving by the State Department of Education for behind the wheel training and classes such as CORE, DDC, and advanced classes.

**Work Environment**

Work is performed in the Transportation Department office, in classrooms, and on buses. Incumbents in this class may be exposed to exhaust fumes, noise, or inclement weather.