

Vail School District Job Description

Job Title: TRANSPORTATION CLASSROOM TRAINER

Department: Transportation

Reports To: Transportation Supervisor

FLSA Status: Non-exempt

Classification: Level 12

Created: 06/23/2015

SUMMARY: Under the supervision of the Transportation Supervisor, this position plans, develops, and implements the training and orientation of new and returning Transportation staff. Provides other transportation-related training to district staff, as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Trains Transportation staff on defensive driving, student management, accident avoidance, emergency evacuations, vehicle inspection process, and appropriate loading and unloading of students.
- Trains Transportation staff on State and Federal school bus statutes and minimum standards.
- Plans and implements refresher courses mandated by the State of Arizona.
- Trains district staff operating district vehicles on vehicle security policies and techniques.
- Conducts research on programs to ensure and assist school bus drivers in safely transporting students.
- Organizes promotional displays for the Transportation Department.
- Assists in the development of student safety programs.
- Assists in the development of departmental procedures.
- Promotes safe practices of drivers and monitors.
- Develops and supports a continuing education program for drivers and monitors.
- Works with the Transportation Behavior Specialist to support a student management program based on the Positive Behavioral Intervention and Supports (PBIS) model.
- Directs district bus driver trainees in a training course to obtain an Arizona School Bus Driver certification.
- Keeps the department updated on new traffic legislation.

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.

EDUCATION and/or EXPERIENCE

- High school diploma or general education degree (GED).
- Minimum two years related experience and/or training.
- An equivalent combination of education, training and experience in order to meet the requirements and abilities to perform the job may be accepted as approved by the Director of Facilities and Transportation.

ABILITIES

- Strong organizational and interpersonal skills dealing with a diverse range of people.
- Ability to utilize a variety of training strategies and methods to best meet the needs of employees.
- Demonstrated proficiency in Microsoft Office; specifically, PowerPoint, Intermediate Excel, Word, Email or similar programs, and Internet research. Ability to effectively present to small- and medium-size audiences
- Ability to research information through a variety of methods (i.e., internet, reading materials, verbal or written communication) to acquire necessary information for Training and the benefit of the Transportation Department.
- Proficiency in student management, defensive driving, accidents and school bus emergencies, vehicle inspection, and student safety.
- Knowledge and experience with the Arizona Criminal Traffic Law Manual.
- Ability to exercise discretion when working with employees that require additional coaching to perform at departmental standards.

LANGUAGE SKILLS

Ability to read and interpret documents such as instructions, safety rules, operating and maintenance instructions, correspondence, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively to employees of the organization, community groups, vendors, and to the general public.

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.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

- Current First Aid and CPR certificates.
- Current Arizona Commercial Driver's License.
- Current Arizona Department of Public Safety Classroom Trainer certification.

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.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, peripheral vision, and ability to adjust focus. Employee must be able to pass mandatory drug and agility tests.

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 occasionally exposed to outdoor weather conditions, including direct sun, extreme heat, wind, rain or extreme cold. The noise level in the work environment is usually moderate but can vary due to the needs of a specific event/activity.