

BLANCHESTER LOCAL SCHOOLS

JOB DESCRIPTION

Title: **BUS DRIVER TRAINER/ON-THE-BUS INSTRUCTOR** **ADOPTED 6/26/2024****Reports To:** Transportation Supervisor**Job Objective:** Manages the delivery of a standardized bus driver training curriculum.

- Minimum Qualifications:**
- Ability to deal with stressful traffic, weather conditions, and passenger distractions.
 - Available to work a non-traditional schedule and irregular hours when needed.
 - Basic computer proficiency or commitment to promptly acquire job-related technology skills.
 - Embraces high-performance standards (e.g., engagement, proficiency, resilience, etc.)
 - Holds/maintains a valid Ohio CDL with all required endorsements. Demonstrates a steadfast commitment to defensive driving practices.
 - Maintains a record free of criminal violations that prohibit public school employment.
 - Meets all on-the-bus instructors personnel qualifications and training program requirements described in the Ohio Administrative Code 3301-83-06 and 3301-83-10.
 - Satisfactory pre-employment and ongoing random drug/alcohol test results.

Preferred Attributes: Active listening, creative problem solving, and good time management skills.

Physical Demand Level¹: Light to medium strength (frequently lifting/carrying 11 to 25 lbs.). Duties require communicating verbally, far/near visual acuity, fine/gross manipulation, reacting quickly to traffic and weather conditions, reaching at or below shoulder height, standing, and stooping. Activities involve long periods of sitting while operating a motor vehicle.

¹ Abridged U.S. Department of Labor documentation of physical demand characteristics.

Note: Legally acceptable alternative qualifications, extra assignment-specific skills, and other physical demands deemed appropriate by the board may be delineated at the time of appointment.

**Essential
Functions:****1. Delivers bus/van driver training programs. Establishes/sustains a culture of high performance and accountability for training activities.**

- Aligns instructional strategies with the learning styles of adult participants.
- Certifies training activities meet all Ohio Pupil Transportation Operations and Safety Rules.
- Evaluates knowledge and driving skills of applicants. Ensures drivers are familiar with all types of district vehicles. Helps verify drivers are qualified and correctly licensed for assigned vehicles.
- Helps applicants obtain training packets and for the Commercial Driver's License (CDL) test.
- Identifies work priorities to focus on tasks that require immediate attention.
- Implements bus safety programs. Conducts evacuation drills. Promotes defensive driving.
- Instructs drivers in methods to assist students with disabilities (e.g., mobility assistance, transferring, wheelchair lifts, safety equipment, evacuation procedures, etc.)
- Maintains effective document and records management systems. Prepares timely files. Monitors reporting deadlines. Complies with district records retention and disposal policies.
- Monitors driver compliance with all continuing education requirements.
- Organizes events to recognize transportation staff achievements.
- Updates instructional materials as needed. Provides classroom and on-the-road training.

2. Consistently performs all aspects of the job. Diligently pursues high quality results.

- Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
- Helps ensure the accuracy and privacy of confidential information.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Sustains an acceptable attendance record. Consistently complies with established work schedules.

3. Maintains open/effective communications. Serves as a reliable information resource.

- Fosters goodwill and encourages relationships that enhance public support for the district.
- Refers administrative procedure and district policy questions to an appropriate administrator.
- Supports equality, diversity, and inclusion. Uses tact and diplomacy to resolve differences fairly.

4. Pursues opportunities to enhance job knowledge and skill proficiency.

- Keeps current with standards and practices associated with work duties.
- Updates skills as needed to use task-appropriate technology effectively.

5. Keeps current with emergency preparedness and response procedures.

- Complies with health and safety protocols to mitigate workplace risks.
- Protects district property. Takes precautions to prevent the loss of equipment and supplies.
- Takes action to address harassment or aggressive behavior. Complies with all legal statutes when dealing with discrimination, inappropriate behavior, or suspected child abuse/neglect.

6. Performs other specific job-related duties as directed.

- Helps implement district strategies to advance organizational goals.

**Performance
Evaluation:**

Employee performance is evaluated according to applicable law, board policies, contractual agreements, and district administrative procedures.

Working Conditions: The district offers equal employment opportunity without regard to age, color, disability, genetic information, military status, national origin, race, religion, sex (including gender identity, pregnancy, and sexual orientation), or any other legally protected category.

The district maintains a drug and alcohol-free work environment to prevent the adverse impact of substance abuse on employee performance and protect the rights of co-workers and the public.

Safety is essential to job performance. All employees are required to comply with workplace health/safety regulations and district policies **when duties entail any of the following situations:**

Encounters with aggressive, angry, rude, or unpleasant individuals.

Exposure to air-borne particulates, chemicals, combustible materials, electrical hazards, loud noises, moving mechanical parts, odors, slippery/uneven surfaces, etc.

Exposure to blood-borne pathogens or contagious diseases.

Exposure to severe weather conditions or temperature extremes.

Movements that require balancing, bending, climbing, crouching, kneeling, or reaching.

Operating or riding in a vehicle. Working in or near vehicular traffic.

Performing tasks that require complex sequencing, dexterity, strength, stamina, etc.

Traveling to meetings and work assignments.

Working at heights, in confined spaces, or under diminished/variable lighting.

This job description document does not establish a contract or alter board-authorized employment agreements. Employee benefits, classifications, contract durations, skill sets, wage rates, and work schedules may vary by assignment. This summary document describes typical job functions and does not represent an exhaustive list of all possible work responsibilities.

Employee duties may change in response to collective bargaining agreements, funding variables, modified operating procedures, program/service adjustments, regulatory compliance, technological innovations, and unforeseen events.

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