

**BAINBRIDGE ISLAND SCHOOL DISTRICT
JOB DESCRIPTION**

DRIVER/TRAINER

JOB SUMMARY: Under the supervision of the Transportation Supervisor, perform a variety of duties to ensure the efficient operation of the department including training of drivers, maintaining accurate records and driving a regular route. Within this general framework, specific assignments will vary.

ESSENTIAL JOB FUNCTIONS:

- Maintain electronic records of bus mileage and fuel usage.
- Provide instruction to regular drivers and/or substitute drivers.
- Provide applicable training or retraining and maintain appropriate records.
- Actively participate in recruitment of bus drivers.
- Conduct ongoing driver/trainer observations.
- Drive a school bus on regular or extra assignments.
- Service, inspect and clean school buses and related equipment regularly and at year-end as required by state and district policy.
- Maintain appropriate records for employees driving district vehicles.
- Participate on interview teams.
- Conduct regular safety meetings.
- Establish and maintain effective relationships with staff, students, parents and community groups.
- Maintain confidentiality.
- Perform other job-related duties as assigned by the Transportation Supervisor.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- Possess a valid Washington State driver's license with intermediate, passenger and air brake endorsements.
- Possess a valid Washington State school bus driver certificate.
- Possess a valid Washington State school bus driver trainer certificate.
- Possess a valid first aid card.
- Possess a current medical certificate.
- Completion of four (4) years school bus driver experience.
- Minimum age of twenty-one.
- High school graduate or equivalent.

SKILLS, KNOWLEDGE AND/OR ABILITIES REQUIRED:

- Understand and apply Washington State statutes, regulations and procedures regarding pupil transportation.
- Convey information in a clear, concise, respectful and understandable manner to trainees.
- Understand and be able to demonstrate defensive driving techniques and operation of the vehicle.
- Possess in-depth knowledge of vehicle mechanics and equipment.
- Maintain composure and patience in trainer role.
- Possess sufficient command of the English language to communicate with students, staff, parents and general public regarding all aspects of job duties.
- Possess sufficient strength and agility to assist ill or physically impaired students.
- Possess sufficient strength and agility to move about in an overturned bus to provide assistance to students in evacuation of a school bus.
- Possess skills in student behavior management strategies and techniques.
- Possess skills in using computer systems and programs related to the position.
- Demonstrate an understanding, patient and receptive attitude toward students of varied age groups.
- Communicate effectively in oral and written form.
- Understand and carry out oral and written directions.
- Establish and maintain cooperative relations with other employees and the public.
- Maintain confidentiality and display ethical behavior.

PHYSICAL DEMANDS:

- Possess sufficient hearing capacity to detect and distinguish traffic sounds occurring from any direction outside the bus.
- Possess vision of 20/40 in best eye, with or without correction; depth perception adequate to reasonably determine distance and closing rate of other moving vehicles from a stationary or moving school bus; eye coordination to avoid double vision; color vision adequate to distinguish the colors red, green and amber on a traffic signal.
- Persons performing service in this position will exert 10 to 50 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.
- This type of work involves constant sitting, frequent stooping and bending and occasional ascending or descending of stairs, standing and walking.

Reasonable accommodation may be made to enable a person with a disability to perform essential functions of the job.

