



HUMBLE INDEPENDENT SCHOOL DISTRICT

Job Description

Transportation Driver Trainer

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Reports to: Lead Driver Trainer
School/Department: Transportation
Pay Grade: Manual Trades/Hourly MT5
Wage/hour status: Non-Exempt
Work Days: 261
Created/revised: July 2023

Primary Purpose: Under the direction of the Director of Transportation and Lead Driver Trainer, coordinates the training of all new transportation department employees to perform their job functions, re-trains transportation employees as needed, and completes special projects. Provides on-going training and help with performance evaluations for all driver employees. Assists in developing and coordinating a safety program.

Qualifications:

Education/Certification:

- High School Diploma or GED.
- Acceptable driving record in accordance with Texas DPS guidelines for school bus drivers.
- Valid Texas Commercial Driver's License with P and S endorsements.
- Current Texas School Bus Driver Safety Training Certificate.
- Pass annual DOT physical and drug screen and all other requirements of school bus drivers.
- Train the Trainer sponsored by TEEX or ESC Certification, preferred.
- Texas Association for Pupil Transportation as Pupil Transportation Trainer, Special Needs, Supervisor, or Official Certification, preferred.
- Acceptable driving record as defined by the Texas DPS.
- Supervisory experience in transportation operations, preferred.

Special Knowledge/Skills:

- Ability to operate all types of buses and other vehicles in the District fleet in a safe and effective manner.
- Willing to work flexible hours.
- Ability to work as part of a team.
- Open to new training concepts.
- Proficient computer skills.
- Ability to follow written and verbal instructions in English.
- Ability to manage students in a safe and appropriate transportation environment.
- Ability to effectively communicate orally and in written form with supervisors, coworkers, parents, and students.

Experience:

- Three years of school bus driving experience.
- Bilingual in Spanish helpful but not required.



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Major Responsibilities and Duties:

1. Establishes, schedules, develops and implements quality training for new district transportation employees including coaches and teachers.
2. Report for work consistently and adhere to established routes and schedules as assigned, arrange appointments and personal business so as not to interfere with scheduled duties.
3. Implements and/or develops training options and improvement plans to ensure exemplary operation of transportation department
4. Enforces safety standards that conform to state, federal, and insurance regulations and develops a program of preventative safety.
5. Assists in maintaining current CDL driver certification and DOT physicals on all drivers.
6. Enters training data to document training and topic.
7. Assists in conducting monthly safety meetings for transportation department.
8. Retrains CDL drivers as needed.
9. Assists in investigating all accidents and arranges re-training.
10. Informs of and trains staff on any new state and federal laws applicable to school bus drivers.
11. Coordinates on campus student rider safety training with school personnel.
12. Assists in viewing bus surveillance tapes and making recommendations about training (driving).
13. Networks with professionals in other districts, universities, agencies, businesses, and organizations as related to assigned role.

Records, Reports, and Correspondence

1. Compile, maintain, and file all reports, records, and other documents as required.

Policy, Reports, and Law

1. Comply with all federal and state law, State Board of Education rule, and board policy in transportation area.
2. Comply with applicable personnel policies.

Other

1. Demonstrates behavior that is professional, ethical and responsible.
2. Serves as a safe driver role model for all district driving staff.
3. Participates in approved professional development opportunities.
4. Performs other duties as assigned.

Supervisory Responsibility

Supervise and evaluate the performance of professional school bus drivers with limited direction.

Working Conditions:



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Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress

Frequent interruptions

Moderate exposure to noise, extreme temperatures, and vehicle fumes

Work outside and inside

Occasional travel outside of school boundaries along with district-wide travel

Frequent contact with parents, community, and/or other district/campus employees

Prolonged and irregular work hours – flexibility with schedule to include AM/PM/Weekend shifts and special projects to meet transportation operational needs

Continual sitting, reaching, and repetitive hand and arm motions

Frequent walking, standing, climbing, stooping, bending, kneeling, reaching, heavy lifting, and carrying

Daily attendance and punctuality are essential functions of the job

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved by _____

Date _____

Reviewed by _____

Date _____