

## **WENTZVILLE R-IV SCHOOL DISTRICT**

### **Position Description**

**Position Title:** Driver/Aide Trainer  
**Reports To:** Transportation Safety and Training Coordinator

#### **SUMMARY**

Provides and maintains the highest quality trained drivers and aides to transport students in a timely and safe manner. Assists Safety and Training Coordinator in training all new and experienced drivers and aides.

#### **QUALIFICATIONS/REQUIREMENTS**

- High school diploma or equivalent.
- Valid Class B CDL (or higher) with P (passenger) and S (school bus) endorsements.
- Ability to obtain Driver Trainer Certification.
- At least two years of experience driving a CMV requiring a CDL of the same (or higher) class and/or the same endorsements, or at least two years of experience as a behind-the-wheel CMV instructor.

#### **ESSENTIAL JOB DUTIES**

- Observes and instructs drivers/aides on the rules, regulations, and expectations affecting drivers/aides contained in Board of Education Policies, DESE rules and regulations, and the 6553 agreement.
- Conducts behind-the-wheel training of new and experienced drivers with retraining as necessary.
- Assists Safety and Training Coordinator with annual driving skills evaluations for drivers.
- Assists Safety and Training Coordinator in maintaining training records for all drivers/aides.
- Assist with the review, revision and implementation of the highest quality continual training program for drivers/aides.
- Is available as a mentor and resource for drivers/aides.
- Reviews bus video and provides constructive input as needed.
- Attends meetings in accordance with departmental requirements.
- Acquaints substitute drivers/aides to all aspects of bus routes.
- Accompanies new and experienced drivers/aides for training and observation purposes.
- Trains drivers concerning all aspects of the CDL test.
- Monitors continual driver training requirements after receiving CDL license.
- Observes student loading and unloading procedures.
- Immediately reports any bus safety or hazardous conditions to the Safety and Training Coordinator.
- Assists Safety and Training Coordinator in organizing Emergency Evacuation procedures for buses at least two times each year.

**ESSENTIAL JOB DUTIES (cont'd)**

- Assists Safety and Training Coordinator with organization and implementation of annual back-to-school orientation and training, safety meetings, annual mobility testing as well as the annual elementary school bus safety program.
- Maintains flexible work hours.

**OTHER DUTIES AND RESPONSIBILITIES**

Promotes safety practices for all Transportation employees. Performs other related duties as assigned by the Transportation Director/Operations Managers, and Safety and Training Coordinator.

**ADA COMPLIANCE**

The essential functions contained in this job description are in compliance with the Americans with Disabilities Act (ADA) and are not an exhaustive list of the duties performed for this position. The additional duties and responsibilities listed are performed by the individuals currently holding this position and additional duties may be assigned when appropriate.

**TERMS OF EMPLOYMENT**

Employee will be full-time and work in a driving capacity as needed.

**EVALUATION**

Performance in this job will be evaluated annually in accordance with District Policy on evaluation of support staff.