

BUS DRIVER TRAINER/SAFETY COORDINATOR

Code No: 5-02-019
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This position, in the transportation department of a school district, involves responsibility for planning, organizing, implementing, and teaching training and safe driving programs for bus drivers. Employees provide proper instruction and safety education to new drivers and routinely reinforce better driving habits with current employees operating school buses or mini buses/vans. The employee reports directly to, and works under the general supervision of, a Transportation Director or other higher-level staff member. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Instructs new employees and retrains current employees in the driving of school buses or mini buses/vans in compliance with New York State laws and district procedures;

Observes drivers during training to evaluate their performance;

Plans, organizes and monitors district-wide bus driver training and safe driving programs in compliance with state laws;

Monitors operators' driving habits by both on-scene and on-board observations;

Evaluates drivers in compliance with Article 19A of the State of New York Department of Motor Vehicles;

Reviews accident reports, discusses incidents with the bus drivers involved and reports findings to the Transportation Director or other higher-level staff member;

Trains drivers in the proper procedures to follow in the case of an accident or emergency;

Assists classroom teachers in the delivery of safe riding instructions;

Observes bus stations and student walking routes for problems and makes suggestions on resolving conflicts or improving procedures;

Assists the Director of Transportation in communications with representatives of state and local government agencies;

Maintains records and files relative to safety and driver performance;

Compiles periodic, monthly and annual reports to be submitted to the Transportation Director;

Operates a school bus or mini bus under the direction of the Head Bus Driver in the transport of students.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Thorough knowledge of New York State Department of Motor Vehicle law as it pertains to bus driver safety training and education; thorough knowledge of State Education Law as it pertains to bus operator training; good knowledge of state, town, city, and village traffic laws; good knowledge of safety and first aid procedures; good knowledge of district transportation procedure and policy; working knowledge of the United States Department of Transportation's Omnibus Transportation Employee Testing Act of 1991; skill in instructing other employees; ability to maintain confidential records/files; ability to plan, organize, and monitor programs; ability to prepare statistical reports; ability to evaluate the driving skills of others; ability to communicate effectively both orally and in writing; attentiveness; patience; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma plus three (3) years of paid full-time or its part-time equivalent experience in a school district transportation office and/or the operation of a bus in the transport of students.

SPECIAL REQUIREMENTS:

Depending upon assignment, possession of a current Class *B* or Class *C* Commercial Driver's License (CDL) with a *P* (Passenger) endorsement and *S* (School Bus) endorsement, issued by the State of New York at the time of appointment (must be twenty-one (21) years of age in order to be eligible to obtain required driver's license).

Must meet all other State and Federal pre-employment requirements of the position prior to employment.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES:

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

REVISED: September 11, 1986

REVISED: January 8, 1998

REVISED: October 5, 2006