



Job Title: **Administrative Assistant - Assistant Bus**

Driving Trainer

Department: **Transportation**

Supervisor: **Director of Transportation**

Lane Placement: **ESP Lane 6**

Schedule: **8 hrs / 206 days** Evaluation Group: **JCES**

FLSA Classification: **Non - Exempt**

JOB DESCRIPTION

Under the supervision of the Director of Transportation and the Trainer, the Assistant Trainer helps develop all training for the Canyons School District (CSD) Transportation Department. The Assistant Trainer will help screen all applications for prospective bus drivers and help conduct interviews for training and hiring preparation. The Assistant Trainer will assist in supervising and certifying all bus drivers and conducts initial certification and re-certification training for each driver. The Assistant Trainer will conduct classes in bus safety and ridership procedures for all ages of students in the CSD, as well as review all accidents and help coordinate the Accident Review Committee.

ESSENTIAL FUNCTIONS

- Performs secretarial duties for the Director of Transportation.
- Assists trainer/risk manager in scheduling, ordering supplies, coordinating office assistants in general office procedures, accident reports, physical license renewals and other related assignments.
- Assists in training all Transportation personnel in computer entry and retrieval and office procedures.
- Assists the department Administrative Assistant with interdepartmental memos, new hire sheets, correspondence and other materials as assigned.as needed.
- Assists the department Administrative Assistant with payroll for employees of Transportation Department including part time workers and those with widely varying schedules. Responds to pay related problems and questions.
- Assists with bus drivers and bus attendants on revising contracts at the beginning of each year and keeping updated contract sheets throughout the year as routes change.
- Assists trains and prepares personnel for certification.
- Performs the driving portion of the Commercial Driver License (CDL) test at CSD for the Utah State certification of drivers.
- Trains and becomes as soon as possible a third party CDL tester for the State of Utah.
- Reviews, maintains, and keeps current all driver licenses and driving records as needed.
- Schedules and instructs the required following courses:
 - State 18 hour course
 - State 12 hour pre-service course
 - State 8 hour Defensive Driving course
 - State 8 hour First Aid/Emergency Care course
- Under the direction of the Director of Transportation and the Trainer/Risk Coordinator, coordinates the required State 8 hour in-service course for all Transportation Department CDL license holders and department personnel.
- Assures completion of the required ICC physical exams for all bus drivers and assists in keeping the driver's records current.
- Assists in the semi-annual bus safety inspection by the Highway Patrol.

- Will teach defensive driving courses to all District drivers (bus drivers, maintenance, and warehouse personnel).
- Assists in the evaluation of accidents/incidents, reports and makes recommendations to the director for corrective action.
- Assists in the administration of the School Bus Safety Rodeo on the district level.
- Works with CSD Special Education personnel in training all Special Education bus attendants.
- Assists with screening all driver applications, schedules interviews, checks references and recommends bus driver applicants to the Director for employment interview.
- Prepares and updates training manuals and training aids for department.
- Cooperates with District Risk Management in completing insurance claims, including allocation to appropriate budgets.
- Works with school administration to recover all provable vandalisms and damages to buses and transportation equipment.
- Prepares annual Risk Management reports.
- Assists in preparation of quarterly SVWRF reports.
- Schedules annual on-site inspections and prepares data for this purpose.
- Tracks appropriate drug and alcohol testing and new hire tests
- Makes on-scene investigation of accidents and may make court appearances.
- Works with drivers and school administrators to schedule School Bus Safety presentations and trains transportation personnel to assist in this program.
- Evaluates all substitute drivers annually and before hire as a contract driver.
- Assists with performing safety review evaluations for substitute drivers.
- Prepares certificates and obtains patches to present to department personnel for years of service, safe driving, and State Bus Rodeo participation.
- Assists in random bus inspection program for the department.
- Predictable and reliable attendance.

During times of state or district emergency, all employees may be required to perform additional duties that are not required on a normal basis in support of educational and operational priorities. e.g. Performs general cleaning and sanitizing of work areas, provides remote assistance to students and staff, and any other reasonable duty as needed.

NON-ESSENTIAL FUNCTIONS

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an employee assigned to this position.
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
- The requirements listed below are representative of the education, knowledge and experience requirements; the machines, tools and equipment used; background; and any licenses or certifications required.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

QUALIFICATION REQUIREMENTS

- Incumbent must be fingerprinted and clear a criminal backgrounds check.
- Requires High school diploma, GED or equivalent as reviewed by the Department of Human Resources. Verification may be requested.
- Requires a Commercial Driver License (CDL) with proper endorsements.
- Three years school bus driving experience or approval of the state office.

- Must demonstrate competence in reading, writing, mathematics, and computer experience in Microsoft Office products.
- Knowledge and experience with Skyward highly preferred.
- Must demonstrate competence in reading, writing and math.
- Requires good interpersonal skills. Interacts with District Administrators and secretaries, principals, parents, vendors and State office personnel on a regular basis.
- Requires ability to organize and prioritize work.
- Requires ability to sustain competence through pressures resulting from multiple responsibilities, demands for accuracy and necessity for meeting frequent deadlines.
- Requires one year formal training in typing, computer entry and retrieval, office organization and procedures, office machines, correspondence structure and form.
- Requires two years previous job specific work experience with demonstrated competence.
- Requires skill in covering scope, arranging the proper sequence and explaining correct methods in planning, designing and teaching various classes.
- Requires skill in interpersonal communications. Interacts with the public, principals, students, and drivers to mediate and solve problems. Works closely with new drivers on training and substitute drivers who are continually being trained and retrained. Interfaces with office staff to ensure smooth operation.
- Requires the ability to operate all types of buses.
Must be self-motivated and work productively with minimal supervision.
- Predictable and reliable attendance.

NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

Machines, Tools & Equipment Used:

- Operates all types of buses.
- Be proficient in computer skills, audiovisual equipment, copy machines, typewriter and two-way radio.

PHYSICAL REQUIREMENTS---Not limited to the following:

- Drag a 125-pound object on the ground 50 feet within 30 seconds.
- Kneel down for 10 seconds; turn head to look under a school bus, and then return to a standing position within 5 seconds (perform two times within 60 seconds).
- While sitting and looking forward, move right foot back and forth between throttle and brake 5 times within 10 seconds.
- Climb and descend bus stairs three times within 30 seconds.
- While sitting and looking forward, sequentially open and close the bus door, activate the four-way hazard lights, and activate the right/left turn signals within 15 seconds.
- From seat height (16 inches), pick up and carry a 50-pound object 35
- Job stress is experienced due to adverse weather conditions, pressures to meet schedules, student behavior, medical problems (e.g. seizures) and the responsibility for the safety of students.
- Requires ability to sit for long periods while driving. Uses arms, hands and fingers to grasp and hold; use legs and feet to press and hold pedals. Uses hearing and speech for communication.
- Requires clear vision including distance, peripheral and depth perceptions.

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Requires the ability to lift a minimum of ten (50) pounds.
- Drag a 125-pound object on the ground 50 feet within 30 seconds.
- Possess the physical, mental, and emotional stability to work under stressful conditions, including but not limited to: deadlines, contract requirements, inspection requirements, and interaction with critical personnel.

Note: *This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.*

All employees are required to participate in the District evaluation process.
It is the employee's responsibility to review and adhere to all district policies and procedures.
This information may be reviewed at www.canyonsdistrict.org

ADA _____

HR _____

Effective date: 6/9/2020