



Job Title: **Trainer/Risk Coordinator**

Department: **Transportation**

Supervisor: **Director of Transportation**

Lane Placement: **ESP Lane 8**

Schedule: **8 hrs / 242 days**      Evaluation Group: **JCES 12**

FLSA Classification: **Non - Exempt**

## **JOB DESCRIPTION**

Under the supervision of the director of Transportation, the **Trainer/Risk Coordinator** trains and coordinates the activities of the trainer assistant. Screens applications for prospective bus drivers and attendants and conducts interviews for training and hiring preparation. Assists in supervising and certifying all District bus drivers and conducts initial certification and re-certification training for each driver. Conducts classes in bus safety and rider ship procedures for all ages of students in the District. Reviews all District accidents and coordinates the accident review committee.

## **ESSENTIAL FUNCTIONS**

- Assists, trains and prepares for certification and coordinates the activities of the assistant driver trainer.
- Performs driving portion of the Commercial Driver License (CDL) test at District for State certification of drivers.
- Acts as a third party tester for the State as needed.
- Reviews, maintains, and keeps current all driver licenses 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, coordinates the required State 8 hour in-service course for all Transportation Department CDL license holders, bus attendants, and department personnel.
- Assures completion of the required ICC physical exams for all bus drivers. Keeps records of exams current.
- Assists in the semi-annual bus safety inspection by the Highway Patrol.
- Responsible for scheduling, data collection, and review with all drivers.
- May teach defensive driving courses to all District drivers (bus drivers, maintenance, and warehouse personnel).
- Develops, with staff input, and administers a multi-level education program for students who ride the buses in the District (e.g. pre-school through 3<sup>rd</sup> grade, 4<sup>th</sup> through 6<sup>th</sup> grade, 7<sup>th</sup> through 9<sup>th</sup> grade, 10<sup>th</sup> through 12<sup>th</sup> grade).
- Recommends members for and chairs the accident review committee. Assists in evaluation of accidents/incidents, reports and makes recommendations to the director for corrective action.
- Administers the School Bus Safety Rodeo on the District, Region, and State level.
- Works with District Special Education personnel in training all Special Education bus attendants.
- Screens all applications, schedules interviews, checks references and recommends bus driver and bus attendant applicants to director for employment interview.

- In cooperation with, and as a member of the Alternative Fuel Committee, organizes and may conduct Compressed Natural Gas (CNG) vehicle training for department personnel. Keeps records of drivers who have attended this training.
- Prepares and updates training manuals and training aids for department.
- Responsible for all reimbursements of physicals and CDL renewals.
- 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 busses and transportation equipment.
- Works with security, SAY officers in the schools and local police agencies where necessary.
- Prepares annual Risk Management reports.
- Attends training seminars when required.
- Assists in preparation of quarterly SVWRF reports.
- Schedules annual on-site inspections and prepares data for this purpose.
- Participates, by invitation, on the Jordan School District Risk Management Committee under the direction of the Auxiliary Services executive director.
- Keeps records of placement, reviews cassettes and stores them.
- Tracks drug and alcohol testing and new hire tests. May request these tests following accident.
- Site coordinator for contract tester for the Transportation Department. Maintains confidential files regarding testing.
- 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.
- Prepares certificates for schools participating in the School Bus Safety programs.
- Evaluates all substitute drivers annually and before hire as a contract driver.
- Under the direction of the route coordinators, performs 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.
- Helps with review of policies and makes suggestions and recommendations for possible changes.
- 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.

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| <ul style="list-style-type: none"> <li>• 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.</li> <li>• To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.</li> <li>• 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.</li> <li>• Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.</li> </ul> |
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### **QUALIFICATION REQUIREMENTS**

- Incumbent must be fingerprinted and clear a criminal background 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.
- Must successfully complete one week Driver Trainer course within one year of hire date.
- Requires one semester additional training in Risk Management, Human Resources and Education or equivalent.
- Must demonstrate competence in reading, writing and math.
- Requires skill in covering scope, arranging the proper sequence and explaining correct methods in planning, designing and sometimes 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.
- Requires three years job related work experience with demonstrated competence to include bus driving and training.
- Must have knowledge and experience in, but not limited to, the following:
  - Microsoft Office
    1. Power Point
    2. Excel
    3. Word
- Must have State Third Party CDL Tester – State/District Level Instructor or higher.
- Must be Operation Life Saver Certified.
- Must be mountain trained instructor.
- Must be First Aid/CPR trained instructor.

**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.
- Operates computer, audiovisual equipment, copy machines, typewriter and two-way radio.

### **PHYSICAL REQUIREMENTS---Not limited to the following:**

- Requires ability to lift a minimum of forty (40) pounds.
- 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; used 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 (10) pounds.
- 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](http://www.canyonsdistrict.org)

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Effective date: 6/9/2020