
SHERWOOD SCHOOL DISTRICT 88J JOB DESCRIPTION

TITLE: School Bus Driver — Head Trainer

REPORTS TO: Director of Transportation and/or designee

PURPOSE

Instruct and train bus driver applicants and instruct regular drivers as required in accordance with Oregon School Bus Driver's Training program. Ensure drivers meet standards for driver's license and maintain records of training, licenses, and first aid cards to ensure compliance of all transportation employees. Act as safety coordinator and supervise other Driver Trainers. Assist with Driver Annual Evaluation and act as backup for the Director of Transportation, Dispatcher, and Route Specialist.

This is the senior level class within the Trainer series. Positions at this level are distinguished from other classes in the series by the level of responsibility assumed and the complexity of work assigned. Employees perform the most difficult and responsible types of duties assigned to the classes within the series, including the exercise of considerable independent thinking, judgment, problem-solving, and decision-making. Employees at this level are required to be fully trained in all procedures related to the assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receive supervision, guidance and direction from the Director. Supervise and provide guidance and instruction to other trainers and bus drivers. Head Trainer designated with lead responsibility for other trainers.

QUALIFICATIONS

To perform successfully in this position, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- A minimum of a high school diploma or equivalent
- Hold a valid Oregon School Bus Certificate and Class B CDL with passenger, air brake and school bus endorsements, demonstrate and maintain a comprehensive knowledge and understanding of all applicable laws, regulations, rules and District guidelines
- Hold a valid Oregon state Bus Driver Trainer certificate and have an excellent driving record
- Hold a Core Instructor, Advanced Core Instructor, and Special Needs Instructor Certificate
- Meet the physical and mental standards necessary to perform the duties, and responsibilities of a school bus driver as required by the State and District policies and procedures
- Three years driver experience required
- Trainer experience preferred
- Know, or the ability to learn, the geographic area of the District
- Knowledge of Oregon Motor Vehicle Department and Oregon Department of Education laws and policies applicable to the operation of vehicles transporting students
- Ability to instruct others in the safe operation of a school bus
- Ability to drive a school bus safely and a driving record that conforms to ODE requirements
- Hold a Certificate to teach First Aid/AED/CPR
- Computer skills sufficient to use Google suite, Gmail, and tablets
- Ability to understand and follow verbal and written communication
- Ability to work harmoniously and communicate with students, parents, and school personnel from diverse cultures or backgrounds

ESSENTIAL RESPONSIBILITIES

- Train bus driver applicants and instruct current drivers as needed or required
- Instruct drivers for their Continuing Education hours per ODE requirements and submit proper documentation
- Provide Type 10 and Type 20 training as required by ODE
- Conduct pre-employment checks and provide orientation for new employees
- Act as Safety Coordinator
- Work with Router/Dispatchers to utilize staff in an efficient manner
- Maintain Driver files to include ODE required hours, continuing education hours, and current licensing status with ODE and DMV
- Instruct First Aid, CPR, and AED classes for drivers and other District employees

- Ride along evaluations of Drivers for additional training, if necessary
- Assist with route discipline as needed and communicate with Building Administrator regarding student issues
- Attend driver instructor classes
- Assist with checking road conditions during inclement weather events

This job description is not intended to be and should not be construed as an inclusive list of all of the responsibilities, skills, or working conditions associated with the position. While it is intended to accurately reflect the position's activities and requirements, the administration reserves the right to modify, add, or remove duties as necessary that still reflect the essential functions of the department.

WORKPLACE EXPECTATIONS

- Work effectively with and respond to people from diverse cultures or backgrounds
- Demonstrate professionalism and appropriate judgment in behavior, speech, and dress in a neat, clean, and appropriate manner for the assignment and work setting
- Have regular and punctual attendance
- Confer regularly with immediate supervisor
- Follow all district policies, work procedures, and reasonable requests by proper authority
- Maintain the integrity of confidential information relating to a student, family, colleague, or district patron
- Participate in a random drug testing program

EVALUATION

Performance of this job will be evaluated in accordance with the provisions of the Collective Bargaining Agreement between Sherwood School District 88J and Oregon School Employees Association Chapter #103.

ADA REQUIREMENTS FOR ESSENTIAL RESPONSIBILITIES:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The employee is regularly required to talk or hear
- The employee is frequently required to stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms, climb up and down step stool, bend under the bus seats, twist from the waist, and stoop, kneel, crouch, or crawl
- The employee must frequently lift and/or move up to 50 pounds
- Specific vision abilities required by this job including close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus
- This position entails sitting or standing at a computer 2-3 hours a day
- Open and close a manually operated bus entrance door control with a force of at least 30 pounds
- Climb and descend steps with a maximum step height of 17 ½ inches
- Operate two hand controls simultaneously and quickly
- Have a reaction time of three-fourths of a second or less from the throttle to the brake control
- Carry or drag a 125-pound person 30 feet in 30 seconds or less
- Depress a brake pedal with the foot to a pressure of at least 90 pounds
- Depress a clutch pedal with the foot to a pressure of at least 40 pounds
- Exit from an emergency door opening of 24 by 48 inches at least 42 inches from the ground in ten seconds or less
- Visual acuity of at least 20/40 in each eye, with or without corrective lenses; binocular acuity of at least 20/40 in both eyes, with or without corrective lenses; from field of vision of at least 140 degrees; the ability to distinguish the colors red, green, and yellow
- Hearing of at least 7/15 in at least one ear
- No mental, nervous, organic, or functional disease or disability likely to interfere with safe driving or other responsibilities of a school bus driver

AN EQUAL OPPORTUNITY EMPLOYER

Sherwood School District is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, gender, national origin, disability, parental or marital status, age, or genetic information. Reasonable accommodations for the application and interview process will be provided upon request and as required in accordance with the Americans with Disabilities Act of 1990 (ADA) and the ADA Amendments Act of 2008 (ADAAA). Disabled persons may contact Human Resources at (503) 825-5000 for additional information or assistance. Speech/Hearing impaired persons may contact the District for assistance through the Oregon Relay at (800) 735-2900.

EMPLOYEE STATEMENT

"I have reviewed the above position and understand its contents."

"I am aware that my position description may be revised or updated at any time and once notified of changes, I remain responsible for knowledge of its contents."

"I hereby certify that I possess the physical and mental ability to fulfill the essential functions of the above position with or without reasonable accommodation(s). If I require accommodation(s) in order to fulfill any or all of these functions, I agree to provide information to the district regarding the requested accommodation(s)."

Employee Name (Print)

Date

Employee Signature

Date

Pay schedule and pay grade will be based on current Oregon School Employee Association Chapter #103 Classified Agreement.

Last Revised: July 2024

**Sherwood School District
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