Transportation Trainer

Department: Transportation Services  
Job Code: 5155

FLSA: ☑ Exempt  ☐ Non-Exempt  
Salary Schedule: 51N

Reports To: Training and Safety Coordinator  
Work Days: 245 Days

Board Approved Date: July 22, 2014  
Work Hours: 8 hrs/day

JOB GOAL: Responsible for training and compliance of transportation staff with a focus on special needs students.

ESSENTIAL DUTIES & RESPONSIBILITIES:
The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position.

1. Assist with the recruitment and training of transportation assistants and other transportation staff.
2. Assist with Commercial Driver's License (CDL) testing.
3. Assist with development of training programs relative to special needs transportation and the operation of specialized equipment.
4. Schedule and conduct trainings and performance audits for school bus drivers, transportation assistants, school-based personnel and other transportation staff in policy, procedure, and regulations regarding special needs student transportation and equipment operation.
5. Develop and maintain procedure manuals related to transportation of children.
6. Assist with preparation of forms for FEFP surveys.
7. Establish communications with all relevant stakeholders to promote safe and efficient transportation services for the District.
8. Assume responsibilities of a school bus driver or transportation assistant as required to maintain the daily operation of transportation services.
9. Perform other duties as assigned.

MINIMUM REQUIREMENTS:
Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty successfully. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

KNOWLEDGE, SKILLS & ABILITIES:
- Ability to organize, plan and implement a project to successful completion
- Ability to communicate effectively with a variety of audiences, orally and in writing, including electronic media
- Ability to organize, prioritize, manage and carry out duties efficiently and within established timeframes
- Ability to establish and maintain collaborative working relationships with all stakeholders
- Knowledge of and experience with personal computers and programs, such as word processing programs, spreadsheets, and databases

EDUCATION, TRAINING & EXPERIENCE:
- High School Diploma or equivalent
- Minimum five (5) years of experience working with student transportation services, which must include experience driving a school bus
  OR
- Any equivalent combination of education and experience which provides the required knowledge, skills, and abilities to perform the essential duties and responsibilities of the position

CERTIFICATES, LICENSES, & REGISTRATIONS:
- Possess or obtain a Third Party Commercial Driver License Tester certificate within twelve (12) months of employment; scheduled into the first available class after employment.
- Class A or B Commercial Driver License (CDL) with P (passenger) and S (school bus) endorsements
- Medical Examination Report for Commercial Driver Fitness Determination
PREFERRED QUALIFICATIONS:
- Florida School Bus Operator Trainer certificate
- Commercial Driver License Tester Train the Tester certificate
- Experience working with various student exceptionalities and related transportation services
- Training experience

SUPERVISORY RESPONSIBILITY: None

PHYSICAL REQUIREMENTS (Describes physical conditions of this position):

- Sedentary Work - Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull or move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

- Light Work - Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently. If the use of arm and / or leg controls require exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated as Light Work.

- Medium Work - Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force constantly to move objects.

- Heavy Work - Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

- Very Heavy Work - Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

PHYSICAL ACTIVITY:
(Physical activities of the job are listed below and are with or without accommodations for disabilities for this position. Frequency of each applicable activity is noted according to the following: R = Regularly; F = Frequently; O = Occasionally, S = Seldom)

<table>
<thead>
<tr>
<th>Frequency</th>
<th>Activity</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>R</td>
<td>Sitting</td>
<td>Resting with the body supported by the buttocks or thighs.</td>
</tr>
<tr>
<td>R</td>
<td>Standing</td>
<td>Assuming an upright position on the feet particularly for sustained periods of time.</td>
</tr>
<tr>
<td>R</td>
<td>Walking</td>
<td>Moving about on foot to accomplish tasks, particularly for long distances.</td>
</tr>
<tr>
<td>F</td>
<td>Climbing</td>
<td>Ascending or descending ladders, stairs, scaffolding, ramps, poles, etc. using feet and legs and/or hands and arms.</td>
</tr>
<tr>
<td>F</td>
<td>Balancing</td>
<td>Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces.</td>
</tr>
<tr>
<td>F</td>
<td>Bending</td>
<td>Lowering the body forward from the waist.</td>
</tr>
<tr>
<td>F</td>
<td>Stooping</td>
<td>Bending body downward and forward by bending spine at the waist through the use of the lower extremities and back muscles.</td>
</tr>
<tr>
<td>F</td>
<td>Kneeling</td>
<td>Bending legs at knee to come to a rest on knee or knees.</td>
</tr>
<tr>
<td>F</td>
<td>Crouching</td>
<td>Bending the body downward and forward by bending leg and spine.</td>
</tr>
<tr>
<td>S</td>
<td>Crawling</td>
<td>Moving about on hands and knees or hands and feet</td>
</tr>
<tr>
<td>O</td>
<td>Twisting</td>
<td>Moving body from the waist using a turning motion.</td>
</tr>
<tr>
<td>F</td>
<td>Reaching</td>
<td>Extending hand(s) and arm(s) in any direction</td>
</tr>
<tr>
<td>F</td>
<td>Pushing</td>
<td>Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.</td>
</tr>
<tr>
<td>F</td>
<td>Pulling</td>
<td>Using upper extremities to drag haul or tug objects in a sustained motion.</td>
</tr>
<tr>
<td>F</td>
<td>Lifting</td>
<td>Raising objects from a lower to a higher position or moving objects horizontally from position- to-position through the use of the upper extremities and back muscles.</td>
</tr>
<tr>
<td>F</td>
<td>Finger Dexterity</td>
<td>Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.</td>
</tr>
<tr>
<td>F</td>
<td>Grasping</td>
<td>Applying pressure to an object with the fingers and palm.</td>
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</tbody>
</table>
JOB DESCRIPTION

Transportation Trainer

辖区学校董事会

非-教学

非-谈判

职位描述

工作条件:

（工作环境，工作时将受到的影响，或无需为残疾人的残疾提供合理调整。）

请注明可能对职位适用的“X”。

- 员工在户外工作。
  在这种情况下，没有有效的防护措施来防止天气条件，如风、湿度、阳光、极端温度变化等。

- 员工在室内工作。
  在这种情况下，有保护措施来防止天气条件，但不总是保持室内温度稳定。

- 同时在室内和户外工作。
  员工的活动既可以在室内也可以在室外。

- 冷
  员工在极端冷环境中工作。
  温度低于32度，持续时间超过一小时。

- 热
  员工在极端热环境中工作。
  温度高于100度，持续时间超过一小时。

- 噪音
  员工在噪音环境中工作。
  需要大喊大叫才能在环境噪音中被听到。

- 振动
  员工在振动环境中工作。
  需要有规律的运动来防止身体的振动。

- 危害
  员工在危害环境中工作。
  这些危害包括各种物理条件，如靠近移动的机械部件、电气电流、高空作业以及高温或化学物质。

- 大气条件
  员工在大气条件中工作。
  影响呼吸系统的因素或皮肤：烟、气味、蒸汽、气体或通风不良。

- 油脂
  员工在接触油脂的环境中工作。
  是空气和皮肤接触油脂和其它切割液体。

- 呼吸器
  员工必须佩戴呼吸器。

- 其他
  员工不是被显著地暴露于不利的环境条件（如在典型的办公室或行政工作环境中）。

MACHINES, TOOLS, EQUIPMENT:

（机器、工具、设备、电子设备、车辆等，在这个职位中使用。）

一般办公设备，包括个人电脑、传真机、复印机、电话等。

Pasco County School District will provide reasonable accommodations to qualified individuals with disabilities to allow them to perform the essential functions of the job when such individuals request an accommodation.