



# Maury County Public Schools

<b>Job Title</b>	Bus Driver Trainer		
<b>Department</b>	Transportation		
<b>Certified (Y/N)</b>	N	<b>Work Days/Year</b>	260
<b>FLSA Status</b>	Exempt	<b>Hours/Day</b>	8
<b>Reports to</b>	Director of Transportation	<b>Supervises</b>	
<b>Notes</b> Salary Range \$39,977-\$46,363			

## Qualifications:

- Coordinate and conduct bus driver training and safety programs.
- Coordinate and conduct student education programs and oversee drills.
- Conduct investigations of accidents.
- Operate a school bus over designated routes.
- Understand and follow oral and written directions.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Observe legal and defensive driving practices.
- Attend meeting and remain current concerning rules, regulations, policies and procedures.
- Possess and maintain a class A/B CDL with both P and S endorsements.
- Must be certified by the state for this position which will require extra training.

**Job Overview:** Conduct on-the-road and classroom phases of bus driver training courses; plan, implement and instruct safety programs for District bus drivers, transportation employees, school employees and students; to assure State laws, regulations and local board policies are met.

## Job Functions:

- Evaluate driving performances of bus drivers who are experience traffic safety problems.
- Train and assist new drivers concerning student behavior management problems and situations.
- Train drivers and monitors in properly secure a wheel chair and special needs student requirements.
- Coordinate with state agencies to ensure all license renewal requirements for driving staff.
- Attend and conduct safety meetings and attend workshops to remain current concerning driver regulations and laws.
- Assist supervisor as required; dispatch drivers, provide work direction to drivers, assist in office duties.
- Drive bus routes during student pick up and drop off when necessary.
- Investigate accidents involving school buses.
- Maintain regular attendance
- Schedules substitute drivers: assigns buses to drivers and monitors
- Perform related duties as assigned.



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**Physical Requirements:** The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally, the job requires 40% sitting, 30% walking, and 30% standing. This job is performed in a generally clean and healthy environment.

**Physical demands that may be required are as follows:**

- Pushing and/or pulling
- Climbing and/or balancing
- Stooping, kneeling and/or crawling
- Reaching
- Talking
- Hearing
- Seeing

**Work Environment:** Normal working environment. May have to work outdoors in adverse weather conditions.

*This job description is not intended to be all inclusive; an employee will also perform other related duties as assigned by administration. MCPS reserves the right to revise or change job duties as the need arises. This job description does not constitute a written or implied contract of employment.*