

JOB DESCRIPTION
Campbell County School District

481

BUS DRIVER/TRAINER

Purpose Statement:

The job of Bus Driver/Trainer is done for the purpose/s of transporting students over scheduled routes and/or to/from special excursions; ensuring vehicle operation is in safe operating condition; providing classroom instruction and behind the wheel training of applicants and bus drivers; addressing school bus regulations and safety procedures; identifying training requirements; and maintaining required documentation for audit in compliance with state certification and district/state/federal requirements; and ensuring safety of students during transport, loading and unloading from buses.

This job reports to Supervisor of Transportation

Functions

Advises students and other passengers of appropriate behavior for the purpose of reinforcing regulations and maintaining

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: adhering to safety practices; operating all School Bus in fleet, Snow Chains, Controls of School Bus, Door Controls, Gauges, Fuel Pump, Two-Way Radio, etc.; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: Wyoming rules and laws of the road; handle student discipline by approved department procedures; troubleshooting mechanical problems with bus, etc. concepts of grammar and punctuation; and safety practices and procedures.

ABILITY is required to schedule activities; collate data; and consider a number of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize a variety of job-related equipment. In working with others, independent problem solving is required to analyze issues and create action plans. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is moderate. Specific abilities required to satisfactorily perform the functions of the job include: communicating with diverse groups; displaying mechanical aptitude; maintaining confidentiality; and meeting deadlines and schedules.

Responsibility

Responsibilities include: working under direct supervision using standardized routines; providing information and/or advising others; and operating within a defined budget. There is a continual opportunity to significantly impact the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. The job is performed under minimal temperature variations and some hazardous conditions.

Experience Job related experience is desired.

Education High School diploma or equivalent.

Required Testing

- Federal DOT Physical
- Pre-employment Drug Screen
- Random Drug/Alcohol Screening

Certificates & Licenses

- CDL Type B Driver's License w/PS Endorsement
- CPR/First Aid Certificate (by assignment)
- Evidence of Insurability

Continuing Educ. / Training

- Six hours annual training required by WY DOT
- Maintain evidence of insurability

Clearances

- Criminal Justice Fingerprint/Background Clearance

FLSA Status

Not Evaluated

Approval Date

Salary Grade

E III