

CENTENNIAL SCHOOL DISTRICT NO. 28J
VACANCY NOTICE
October 18, 2024



POSITION: School Bus Driver Trainer
LOCATION: Service Center – Transportation Department
HOURS: 8 Hours Per Day (8:00am – 4:30pm)
DAYS: 260 Days Per Year; July – June (will be prorated based on start date)
SALARY: \$25.28 - \$35.00 Per Hour (Range I)
BENEFITS: PERS, Medical, Dental, Vision, Optional Insurances, Paid Leaves, Holiday Pay, etc.
START DATE: November 4, 2024, or when filled
APPLICATION DEADLINE: Open until filled

JOB PURPOSE STATEMENT/S: The position of School Bus Driver Trainer performs duties related to the training of newly hired, current school bus drivers, and other District staff as related to operating District vehicles. Trainers may also perform regular school bus driving duties, as needed.

ESSENTIAL JOB FUNCTIONS:

- Instruct newly hired school bus drivers in behind-the-wheel driving practices and techniques, use and operation of bus safety equipment, mechanical equipment inspections, student loading procedures, and reference point driving.
- Present a continuous training program for current school bus drivers to satisfy requirements for renewal of school bus driver's certificate, improve driver skills and post-accident training.
- Accompany drivers on routes to observe performance and assure driving routines and other practices to comply with state and department requirements.
- Analyze training program and adjusts training program to individual driver training needs.
- Assess driver performance and provide hiring and training recommendations to supervisor.
- Maintain driver licensing/certification and training records and make written reports as required.
- Provide supervision to School Bus Drivers related to driver training and conduct annual driver skills assessments.
- Coordinate semiannual pupil instruction in accordance with ODE rules.
- Train/Assess District staff in type 10 and 20 vehicles as needed.
- Maintain professional appearance and deportment.
- Manage on-duty time so as to safely and efficiently complete assigned duties/responsibilities.

OTHER JOB FUNCTIONS:

- Receives direction from an assigned supervisor.
- Assists in the investigation and resolution of complaints concerning school bus drivers.
- Performs the duties of a School Bus Driver as required.
- Assist with inclement weather road checks as needed.
- Perform other duties as assigned.
- Assist in the investigation of accidents.
- Maintain flexibility as to work shift, lunch break and be agreeable to adjust to avoid overtime, while being available to work overtime if necessary.
- Ability to work in a smoke free environment.

REQUIREMENTS – QUALIFICATIONS:

- **Experience Required:** Three (3) years of successful school bus driving experience demonstrating the skills of safely driving large vehicles, transporting large numbers of people, particularly students, and transporting individuals with special needs. Two (2) years experience in instructing and evaluating bus driving skills.
- **Skills, Knowledge and/or Abilities Required:**

Skill in operating large school buses and special needs equipped buses and vans in a safe and lawful manner during varying weather, road, and traffic conditions; and to recognize when conditions are unsafe for bus operation. Operate buses for extended periods of time for over-the-road special activity trips and to drive safely in unfamiliar surroundings, varying from congested city streets to mountain roadways. Develop a good rapport with students and maintain discipline among students while they are being transported. Be aware of and respond promptly to physical and emotional needs of students with disabilities. Be able to independently make sound decisions in unusual and emergency situations.

Knowledge in principles and practices of driver training, including behind-the-wheel, defensive driving, and reference point driving; provisions of the Oregon Department of Motor Vehicle and State Department of Education laws and regulations governing the operation of school buses; district policies and rules applicable to school bus operations. Mechanical operation of school buses, including bus safety and mechanical operation inspection practices and techniques. Safe driving and general safety policies and practices. School bus safety equipment and its proper use. A variety of vehicles in terms of make, model, power trains including diesel engines, automatic, and five speed manual transmissions. Recordkeeping requirements relating to school bus driver licensing and payroll.

Ability to learn streets, roads, and school locations within the District boundary and apply the knowledge of all appropriate school bus vehicle operation laws and regulations, mechanical bus operation and inspection practices, and District student transportation policies to the training of school bus driver. Prepare all necessary driver records in a timely and complete manner, and evaluate the vehicle operating skills and related performance abilities of drivers. Constructively work with drivers when correcting deficiencies.

Ability to speak a second language preferred.

EDUCATION REQUIRED: High School Diploma or equivalent and sufficient education to comprehend and apply motor vehicle operation laws and district student transportation policies and procedures.

LICENSES, BONDING AND/OR TESTING REQUIRED: Possession of, or ability to obtain, an Oregon Department of Education Behind-the-Wheel School Bus Trainer certificate; core instructor and defensive driving instructor certificate; and an Oregon Department of Motor Vehicles Third Party Examiner Certificate for Class B licenses or other training endorsements or certificates as required by the Oregon Department of Education. Possession of, or ability to obtain (to be completed within 120 days of employment), licenses/certificates necessary for operating a school bus. First Aid Instructor certification. Criminal Justice Fingerprint Clearance (applicant agrees to assume cost upon offer of employment).

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board.

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of the Board's Policy on Evaluation of Support Staff Personnel.

APPLICATION PROCEDURE:

All applicants, including current employees, are required to apply through [TalentEd Hire](#):

External Applicants:

- Apply through [TalentEd Hire](#).

Internal Applicants (Current Employees):

- Apply through [TalentEd Hire](#) by clicking on "Internal" in the upper right-hand corner. First time users will need to create their own "Internal" account using their Centennial email address. For users who already have created their "Internal" account, simply enter your username and password at the top of the page. Follow the prompts, which will include typing a cover letter and attaching a resume.

For information about the position, contact:

Suzanne Cummings, Transportation Assistant Director, Field Safety & Operations
Email: suzanne_cummings@csd28j.org

For questions about applying, contact:

Shannon Burley, Human Resources Secretary
Email: shannon_burley@csd28j.org