

PLANO INDEPENDENT SCHOOL DISTRICT
Job Description

Job Title:	Safety Trainer	Wage/Hour Status:	Nonexempt
Reports To:	Safety Special Ed Leader	Pay Range:	45B
Dept./School:	Transportation	Dave Revised:	8/18/2021

Primary Purpose:

Responsible for training and coaching necessary skills, responsibilities and duties to drivers and assistants; operate school buses and all related equipment via route service, extracurricular trips and shuttles in a safe, efficient and professional manner in support of the district's mission to provide an excellent education for each student.

Qualifications:

Education/Certification:

- Must be at least 21 years of age
- High school diploma or equivalent (required)
- Clear and valid Texas CDL driver's license class A/B with endorsements "P" and "S"
- Driving record that is insurable with Plano ISD's insurance carrier
- Texas Bus Driver certification

Special Knowledge/Skills:

- Ability to lead others in a positive and supportive manner
- Ability to work well within a team environment
- Ability to maintain helpful and positive working relationships with all Plano ISD staff and community customers
- Ability to multi-task and demonstrate flexibility
- Ability to read, understand and communicate in English
- Basic computer skills
- Effective communication and interpersonal skills
- Sufficient working knowledge of traffic laws, school bus minimum standards, the CDL manual and areas covered by the district

Experience:

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One year of supervisory experience and one year of bus driver experience; or any combination of education and experience sufficient to successfully perform essential job duties

Experience with Special Education (preferred)

Major Responsibilities and Duties:

Conduct on the road training

Collect data for the purpose of performance evaluations

Prepare classroom materials and packets and conduct classroom training (to include bus certification exams)

Assist with in-service planning and activities

Write required reports, training forms and manuals

Ensure proper completion of paperwork for certification of drivers, to include: physical results, road tests and refresher training; and perform other duties of a similar nature or level

Implement proper use of emergency procedures

Maintain positive working relationship with the Texas Department of Public Safety

Attend training and other courses, which may include overnight travel and/or weekends

Drive buses for regular routes, shuttles and field trips in a safe, efficient and professional manner; serve as backup bus driver, as needed

Fuel bus daily, or as needed, to maintain a minimum of half full tank when parked

Perform pre- and post-trip/route mechanical safety inspection of the bus to ensure bus can be operated safely; immediately report any defects or concerns to supervisor/motor pool staff

Maintain the interior cleanliness of assigned bus, sub bus and field trip bus

Ensure proper condition of assigned safety equipment, including but not limited to: first aid kit, bio hazard kit, fire extinguisher, etc.

Follow safe driving practices and obey all traffic signs, laws and regulations to ensure safety of passengers and self

Prepare written reports of all mechanical difficulties

Operate and monitor two-way radio at all times to communicate with transportation office and other drivers

Administer basic first aid as trained, when necessary, or as indicated by student medical action plan

Follow all rules, regulations, and policies of Plano ISD and follow directives from supervisor

Follow attendance policy as assigned by supervisor

Perform other functions that may be assigned by the Administration and/or supervisor

Equipment Used:

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Operates school buses and other Plano ISD vehicles as needed; use fuel-dispensing pumps, wheel chair lifts; and other related equipment; uses radio system, computers, printers, copiers, TV, video streaming and other related classroom equipment

Working Conditions:

Mental Demands:

Ability to communicate effectively (verbal and written); maintain emotional control under stress; lead by example with exemplary performance

Physical Demands/Environmental Factors:

Physical dexterity and strength to safely operate bus, including steering, operating pedals, shifting gears, and opening doors; must be able to lift and carry a maximum of 50 pounds; must be able to lift hood of bus, properly pre-trip bus under hood, climb up on fender or bumper, be able to bend and look under bus for problems, fuel bus, scrape ice/snow off windows and mirrors; vision corrected and maintained at 20/40 (depth perception); applicant's hearing is a minimum of 10/15 by whispered voice; hearing aid is permissible

Does not use a controlled substance, amphetamine, narcotic, or any other habit-forming drug, except if prescribed by a licensed medical practitioner who is familiar with the driver's medical history and assigned duties, and who has advised the driver that the prescribed drug or substance will not adversely affect the driver's ability to safely operate a motor vehicle

Must be able to work in inclement weather, outside and inside in heat or cold; tolerate excessive and/or intermittent noise, fumes, smoke or gases, grease and oils; work around machinery with moving parts; work around moving objects or vehicles; may include out of district travel

Acknowledgment:

Any work related experience or additional education/training resulting in acceptable proficiency levels in the above-required knowledge, skills, and abilities may be an acceptable substitute for the above-specified education and experience requirements at the sole discretion of District Administration.

Approved By: W. Noel McBee, Compensation Coordinator **Date:** 8/18/2021

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. District administration and/or my supervisor has the right to add or change duties at any time. This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

My signature below indicates I understand and acknowledge my job description.

Employee Signature: _____ **Date:** _____