

Driver Instructor/Safety Officer

Reports to: Director of Transportation

Qualifications

The Driver Instructor/Safety Officer should be able to:

1. Demonstrate basic computer and organizational skills.
2. Obtain a Missouri Commercial Driver's License, Class B or higher, and a Missouri school bus operator's endorsement on the CDL.
3. Work with drivers and have an understanding of transportation routing systems.

Other Requirements

Clearance on background check that is satisfactory to the Senior Administration. Possess positive character traits that are student-centered. Possess ability to interact and communicate effectively with others.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Essential Functions

1. Assist the Director in establishing a comprehensive driver training program.
2. Oversee new driver training and qualification requirements.
3. Assist the Director in establishing and maintaining an ongoing driver evaluation and safety program.
4. Monitor student loading and unloading procedures, review student bus stops as part of safety program.
5. Supervise the assignment of substitute drivers when needed on regular routes.
6. Monitor radio communication during morning and afternoon route time, insuring day to day route discrepancies are handled in a professional manner.
7. Communicate new student and changed student route pickup and drop times to drivers.
8. Coordinate extra-trip driver and bus assignments, insuring all drivers are kept informed of current information.
9. Act as substitute driver as needed.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Physical Demands

The individual who fills this position must be able to: Climb into buses. Drive. Bend frequently. Lift and carry up to 25 pounds frequently and up to 50 pounds occasionally. Hear a conversation and communicate through speech in a noisy environment.

Attendance

Consistent and regular attendance is an essential function of this position.

The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Conditions and Environment

The individual who holds this position must: Frequently work in temperatures below 32 degrees and above 100 degrees Fahrenheit. Occasionally work in rain, sleet and ice and drive on slippery conditions. Often work in an environment with a high noise level including engine noise, a raised voice may be necessary.

Evaluation of Performance and Employment

The evaluation of performance and consideration for employment will be under the jurisdiction of the Director of Transportation in consultation with the Business Manager.

Length of Contract

10 months

Type of Position

Non-exempt

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