

MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

CLASS TITLE: Driver Trainer

JOB CODE: 6273

DEPARTMENT: Transportation

PAY GRADE: 27 (B4)

DATE: 01/26/07

BASIC OBJECTIVES

This is specialized fleet operation work, assisting with the operation of a Driver Training Program for Miami-Dade County Public Schools (M-DCPS) School Bus Drivers. This work involves developing and conducting driver training and retraining programs, exceptional student bus aid training, and other in-service training for employee development and safety.

JOB TASKS/RESPONSIBILITIES

1. Instructs and trains school bus driver trainees to comply with 40-hour State approved training syllabus.
2. Assists Transportation Training Manager in developing and conducting in-service training.
3. Serves on the Accident Review Board and maintains all records pertaining to the Board's action.
4. Organizes and conducts the local "School Bus Driver's Road-e-o".
5. Monitors the performance of drivers at Regional Transportation Centers, as required.
6. Conducts reflex testing on all bus drivers, as required.
7. Conducts two (2) day Commercial Driver's License (CDL) written exam preparation class.
8. Prepares trainees and vehicle maintenance employees for the CDL skills test.
9. Conducts retraining and maintains records of school bus drivers referred by the Accident Review Committee or Regional Center Directors.

10. Assists the Transportation Training Manager in conducting the National Safety Councils DDC.
11. Assists the Transportation Training Manager in providing Hepatitis "B" awareness class.
12. Assists in coordinating, evaluation and training for the K-4 program.
13. Conducts school bus aide training class, including wheelchair securing, hydraulic lift operation of safety vests and child safety restraint seats.
14. Conducts Commercial Driver's License skills test for school bus driver trainees and vehicle maintenance employees, as required.
15. Prepares and maintains training records for all drivers training and re-training.
16. Performs related work, as required or as assigned.

PHYSICAL REQUIREMENTS

This is medium work which requires the following physical activities: climbing, balancing, twisting, reaching, sitting, standing, walking, pushing, pulling, lifting, finger dexterity, grasping, talking, feeling, repetitive motions, hearing and visual acuity. The worker is exposed to noise, vibrations, and hazards. The work is performed indoors and outdoors.

MINIMUM QUALIFICATION REQUIREMENTS

1. Graduation from high school or an equivalent recognized certificate, supplemented by college-level coursework in education, transportation management or related discipline.
2. Must have three (3) years bus driver experience.
3. Employee will be expected to acquire a Florida School Bus Driver's Trainer Certificate and Driver Education Certificate, as determined by the Department of Transportation.
4. Must have a valid Florida Commercial Driver's License (Class A or B) with passenger and school bus endorsement.
5. Must maintain a valid Medical Examiner Certificate ESE 479.
6. Ability to become certified as a third party CDL examiner within 90 days of employment.

Note: This is an Omnibus Transportation Employees Testing Act (OTETA) monitored position. Employees with this job description may be required to drive or road test a motor vehicle weighing over 26,000 pounds, transport 16 or more persons, or carry hazardous materials.

Prior revision date(s): 08/12/87, 03/30/93, 03/09/99, 03/03/00, 03/02/01
Reclassification to PG 27, effective 01/26/2007, per 2006-2009 AFSCME successor contract