

MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

CLASS TITLE: Commercial Drivers License Trainer

JOB CODE: 6277

DEPARTMENT: Transportation

PAY GRADE: 28 (B4)

DATE: 08/29/09

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 normally involves developing and conducting driver training and retraining programs with emphasis on the State required Commercial Driver's License (CDL) testing program, and other in-service training for employee development and safety. Work is performed under the general supervision of the Coordinator II, Transportation Operations and Training and the Transportation Training Manager.

JOB TASKS/RESPONSIBILITIES

1. Trains school bus drivers to comply with State required Commercial Driver's License requirements to include both the written examination and skills test.
2. Supervises subordinate instructors.
3. Assists Transportation Training Manager in developing and conducting in-service training.
4. Assists in organizing and conducting the local "School Bus Drivers' Road-e-o",
5. Tests and maintains records for driver training programs.
6. Evaluates drivers' performance.
7. Conducts reflex testing for bus drivers, as required.
8. Substitutes as School Bus Driver Trainer, job code 6273, and Bus Attendant Trainer, as required.
9. Conducts Commercial Driver's License skills test for school bus driver trainees and vehicle maintenance employees.
10. Assists Transportation Training Manager in conducting the National Safety Council DDC course.
11. Serves on the Accident Review Board and maintains records.
12. Maintains State required Third Party Test records.
13. Administers final check ride to school bus driver trainees.

14. Creates and maintains training files.
15. Prepares training materials, handouts and study guides.
16. Performs related work, as required or as assigned.

PHYSICAL REQUIREMENTS

This is light medium work which requires the following physical activities: climbing, balancing, bending, stooping, kneeling, crouching, twisting, reaching, sitting, standing, walking, pushing, pulling, lifting, finger dexterity, grasping, feeling, repetitive motions, talking, 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 experience as a bus driver and a minimum of one year (1) experience as an M-DCPS Driver Trainer.
3. Employee will be expected to acquire a Florida School Bus Driver Certificate and a Florida School Bus Driver's Trainer Certificate at a designated time.
4. Ability to become certified as a third party CDL Examiner within 90 days of employment.
5. Must have a valid Florida Commercial Driver's License (Class A or B) with a passenger and school bus endorsement.
6. Must maintain a valid Medical Examiner Certificate ESE 479.
7. Must have effective written and verbal communication skills.

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): 07/18/90, 03/31/93, 03/03/00, 03/02/01, 01/26/07
Reclassification to PG 28, effective 01/26/2007, per 2006-2009 AFSCME successor contract