

Seaside School District 10

2600 Spruce Drive, Suite 100, Seaside, OR 97138 ♦ Phone: 503-738-5591 ♦ Fax: 503-738-3471 ♦ www.seaside.k12.or.us
An Equal Opportunity Employer and Provider

POSITION ANNOUNCEMENT

Posting ID 24102

Bus Driver Trainer

(Posted 11/12/2024)

JOB TITLE: Bus Driver Trainer (1.0 FTE)

REPORTS TO: Transportation Supervisor

POSITION SUMMARY: The primary purpose of this position is to instruct and train bus driver applicants and instruct regular drivers as required in accordance with Oregon School Bus Driver's Training program, Federal Motor Coach Entry Level Driver Training program and as determined by the Transportation Supervisor. Ensure drivers meet standards for driver's license and maintain records of training, licenses, and certifications to ensure compliance of all transportation employees.

MINIMUM QUALIFICATIONS:

1. High school diploma or equivalent.
2. Six months school bus driving experience, or three years normal driving experience.
3. Criminal history clearance (background and HB 2062).
4. Valid Oregon Class B Commercial Driver's License, Oregon Department of Education (ODE) School Bus Driver's Certificate, ODE Core Instructor Certificate, and Behind the Wheel Trainer Certificate.
5. Pass an Employment Drug & Alcohol Assessment, and
6. Pass a school bus driver physical.

DESIRED QUALIFICATIONS:

1. Basic computer/Technology skills.
2. Spanish speaking skills

SUMMARY OF ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Maintain a thorough working knowledge of local, state and federal laws, procedures and regulations governing school bus drivers and student transportation.; including from the Federal Motor Vehicle Safety Standards (FMVSS), Oregon Administrative Rules (OARs), Oregon DMV, Public Law 94-142, IDEA, ADA and the McKinney Vento Act.
2. Operate a school bus, observing all laws, rules and regulations. Substitutes for Bus Drivers as assigned.
3. Coordinate and conduct the annual training program for bus drivers, initial training for new drivers, Type 10/20 activity drivers and bus monitors.
4. Coordinate and conduct various programs and training related to bus driving regulations, techniques, and student control procedures in compliance with District policy and Oregon Department of Education (ODE) regulations.
5. Maintain daily consistent communication with Supervisor regarding Transportation Department activities. Communicate positively and effectively.
6. Perform training and instruction, including written and group presentations, scenario applications, and schedule/develop Behind the Wheel (BTW) maneuvers for bus drivers and school district staff driving district vehicles.
7. Maintain driver training and certification files to comply with Federal Motor Carrier Administration, Oregon Department of Motor Vehicle Commercial Licensing, and Oregon Pupil Transportation/Oregon Department of Education licensing requirements.
8. Monitor training and licensing records and track bus driver hours to ensure no lapse in license credentials or required continuing education occur.
9. Research, gather and organize course material to support the department training program. Create an annual plan and maintain a training calendar to maintain driver compliance with all local, state and federal requirements

TERMS OF EMPLOYMENT: Works a school year calendar, approximately 183 days a year, at 1.0 FTE (8 hours a day). Flexible schedule. Based on current OSEA salary schedule and negotiated agreement (code 11 – starting \$24.85/hr. – \$28.80/hr.) with excellent benefits including Medical, Dental, and Vision insurance and Oregon state retirement. Paid time off includes twelve sick days, three personal days, and five vacation days, pro-rated per school year. Starts as soon as possible. Benefit information can be found at www.seasidek12.or.us/hr/benefits.

Open until filled.

TO APPLY: Submit an application online by following the link on the District website, <http://www.seaside.k12.or.us/employment> and follow the Application Process instructions to complete the online application. Questions about the application process: Contact Human Resources, 503-738-5591.

The Seaside School District, in support of employment practices free of barriers to disabled individuals and in compliance with the Americans with Disabilities Act of 1990, provides reasonable accommodations necessary upon request and appropriate notice. For further information or assistance, contact the Director of Special Services at (503)738-5591. Speech/hearing impaired individuals may reach the District through the Oregon Telecommunications Relay Service by dialing 1(800)735-2900.