

Antelope Valley Schools Transportation Agency

TITLE: Training Supervisor

PRIMARY PURPOSE:

Under the general supervision of the Safety and Training Manager, maintain a proactive commitment to train driver candidates from initial identification as potential drivers to fully qualified drivers, assisting them through all bus driver certification requirements to produce new drivers to meet the continual needs of the Agency. Work with current workforce to maintain a well-trained and professional workforce.

DESIRABLE QUALIFICATIONS:

1. California School Bus Driver Trainer Certificate, as required by California Administrative Code Title 13.
2. California Commercial School Bus Driver's License with appropriate endorsements.
3. High School Education or equivalent.
4. Minimum 5 years experience in the operation of a school bus.
5. Ability to enunciate clearly and communicate with a diverse group of people.
6. Ability to reason through different levels of needs related to training people in vehicles larger than they may have ever driven before.
7. Ability to change readily from one on one training to classroom or answering questions for an employee on a variety of topics related to bus driving.
8. Ability to pursue new techniques, ideas, material, and redo old programs to meet changing needs and requirements.
9. Temperament to spend long hours with individuals that may be struggling with mastering a new technique.
10. Know pertinent statutes that are applicable to school bus operation.
11. Know Agency policy and procedures on school bus operation.
12. Understand basic principles of student control and be able to share that with new drivers.
13. Must strongly support safety as a primary part of the school bus training program.
14. Knowledge of principles of accident investigation.
15. Knowledge of safe bus driving techniques and principles.
16. Mechanical aptitude to comprehend and instruct trainees in mechanical operation involved in the operation of a school bus.
17. Ability to maintain confidentiality related to driver and Agency information.
18. Ability to show initiative in training programs and working with new people including working with very little supervision as necessary.
19. Ability to accurately type 30 words per minute.
20. Must demonstrate necessary skills working with Microsoft Word and Excel. Skills include but are not limited to the following:
 - a. opening, editing, and saving changes to existing documents
 - b. creating new documents
 - c. creating and working with tables to include sorting features
21. Demonstrate ability to e-mail documents.
22. The ability to learn and be proficient on database software.

SPECIAL WORKING CONDITIONS:

Ability to move all around, through and under a bus as necessary to point out parts of the bus while training. Lower body strength to stand and walk throughout the day. Occasional exposure to weather extremes. Limited exposure to fumes from fuel buses including gas, diesel, or CNG.

REPORTS TO: Safety and Training Manager
SUPERVISES: Delegated trainers and trainees

TERMS OF EMPLOYMENT: 12 Month

WAGE/HOUR STATUS: S-3 - Management

MAJOR DUTIES AND RESPONSIBILITIES:

1. Assist Safety and Training Manager in tracking CHP licensing and certification requirements of Agency drivers.
2. Proactively assist in identifying new bus drivers and in bringing them to the Agency.
3. Train new bus driving personnel to meet all required bus driver requirements.
4. Assist new personnel through the paperwork requirements of the job to assure this process is timely and does not hold up a new driver.
5. Complete accurate record requirements on each driver trainee and driver.
6. Provide recommendations related to ability for new employee to complete a driver training program and safety of the employee.
7. Provide specific feedback to Safety and Training Manager related to shortcomings in trainability.
8. Establish and perform driver training programs for the Agency.
9. Give classes including required T-01 classes.
10. Assist in the process to evaluate and determine the suitability and safety of equipment utilized by students to be transport by wheelchair.
11. Communicate effectively with parents, school personnel, and involved parties related to rules and equipment needs in relation to special needs transportation.

OTHER JOB FUNCTIONS:

1. Make recommendations and assist Operation Managers regarding routes, stops, times, and student problems when the requesting Operation Manager is unable to provide this function from their own department.
2. Assist Operation Manager in driver evaluation, as requested, related to driving ability and safety.
3. Assist in presentation of school programs.
4. Assist in bus evacuation and safety drills as directed.
5. Assist in school bus accident investigation as directed by Manager.
6. Check roads during inclement weather as requested by a Manager or CEO.
7. Assist routes needing help with student discipline.
8. Drive a school bus on an established route as necessary.
9. Work hours necessary to complete required job duties.
10. Must regularly access AVSTA e-mail and respond accordingly.
11. Clerical duties related to record establishment and filing utilizing computer.
12. Other work related tasks as assigned.

The above statements are intended to describe major job functions of this position and are not intended to represent an exhaustive list of all responsibilities, duties, and skills required. The Chief Executive Officer may assign additional duties when deemed appropriate.

EVALUATION: Performance will be evaluated annually in accordance with provision of the Board's policy on evaluation of professional personnel.