

JOB DESCRIPTION

Job Title Coordinator Training
Reports to Director Transportation
Dept/School Transportation

Job Title Code 160880
Wage/Hour Status Exempt
Pay Grade 101
Date Revised October 28, 2024

Primary Purpose

Participate in employee training activities of the Transportation Department to ensure employees are optimally prepared to operate a school bus and adequately serve the transportation needs of students.

Education/Certification

- Bachelor's Degree from an accredited university
OR
- Five (5) years' experience in pupil transportation or related
- Valid Commercial Driver's License with Passenger and School Bus Endorsements
- Valid Texas School Bus Driver Safety Training Certificate or a valid Enrollment Certificate
- Complete a TEEX Train the Trainer Course
- Pass DOT physical/Pass drug and alcohol tests
- Acceptable driving record as required by the Texas Department of Public Safety

Special Knowledge/Skills

- Ability to operate a school bus
- Ability to follow written and verbal instructions
- Ability to interpret policies, procedures, and data
- Strong organization, communication, and interpersonal skills
- Proficient computer skills

Experience

- Five (5) years' experience in transportation

Major Responsibilities and Duties

1. Maintain the transportation training program in compliance with US Department of Transportation, Federal Motor Carrier Safety Administration, Texas Department of Public Safety, Texas Education Agency and EPISD policies and procedures.
2. Develop and maintain curriculum to train entry level drivers in accordance with US Department Transportation.
3. Provide "Transporting Students with Disabilities" training to bus drivers and bus monitors.
4. Conduct school bus driver certification training.
5. Coordinate all defensive driving training.
6. Maintain all training records.
7. Make presentations during employee in-service training and assist in the development of department staff development program.
8. Present school bus safety to schools as needed.
9. Serves as focal point to new employee orientation within the department.
10. Serve as substitute bus driver or bus monitor as needed.
11. Perform behind the wheel evaluations of all drivers and random field observations as necessary.
12. Perform post-accident training as necessary.
13. Perform other duties as assigned by supervisor.

Supervisory Responsibilities

None



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Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

- Maintain emotional control under stress. Moderate lifting, carrying, standing, stooping, and bending.
- Work hours will regularly occur after school and may occasionally be prolonged and irregular.
- Frequent District wide and in- and out of state travel.

Terms of Employment

226 days; salary to be established by the Board of Trustees

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: _____
 Job Title: _____
 Date: _____

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My supervisor has reviewed this job description with me and has provided me with a copy.

Employee: _____
 Date: _____

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, at 230 -2031; Section 504 inquiries regarding students may be referred to 504 Coordinator at 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, al 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas al oficial de 504 al, 230-2856.