

CHANDLER UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

CLASSIFICATION: TRANSPORTATION SUPPORT
TITLE: TRANSPORTATION TRAINING COORDINATOR
CALENDAR: [TRANSPORTATION TRAINING COORDINATOR](#)
SALARY: [GRADE 12](#)

Job Goal Coordinate the training, testing and certifying of bus drivers and bus attendants.

Minimum Qualifications:

- High school diploma or equivalent
- Two years or more driving experience in student transportation
- Advanced training in driver education and safety programs
- Significant experience training adults
- Knowledge of applicable State and Federal regulations
- Satisfactory criminal background check
- Successful driving record for the past five years
- Arizona commercial driver's license and current State bus driver's certification
- Arizona Certified Behind-the-Wheel and Classroom Instructor certificate
- Certified First Aid and CPR Instructor (required within 6 months of selection)
- Ability to successfully complete the current State's physical performance test for school bus drivers
- Certificate to administer the State's physical performance test for school bus drivers (required within 6 months of selection)
- Certificate as a DOT Third Party Tester (required within one year of selection)
- Certification in substance abuse management and compliance (required within 6 months of selection)
- Ability to operate standard business equipment, including computer
- Knowledge of computer programs including word processing, data base programs and programs specific to Transportation
- Vision and hearing adequate to exercise job responsibilities in a safe manner

Core Job Functions:

- Oversee and schedule ongoing training for all Transportation staff.
- Serve as back-up dispatcher, driver or attendant when needed (see job description)
- Coordinating, organizing, and assuring compliance for the Arizona Bus Driver Certification Program
- Conduct CDL third party testing for school bus drivers when applicable
- Coordinate and organize federally required drug testing
- Coordinate, prepare, and deliver ongoing training programs for all Transportation staff
- Coordinate training with the Transportation Technicians and other training staff for new driver candidates.
- Oversee the bus safety drill program for all schools. Maintaining and submitting all necessary records for the program.
- Examine and recommend district transportation training policy and procedure updates
- Coordinate the defensive driving review program for drivers and when needed, remedial training of bus drivers and bus attendants.

- Provide the Director of Transportation ongoing, up to date status of open positions and timeline of current trainees.
- Recruit, interview, and recommend bus driver and bus attendant new hires for the Department.
- Keep all training records, training database and training material current.
- Be flexible and performing other duties relating to general job function as assigned by the Director of Transportation
- Perform all duties in a safe and prudent manner as directed
- Follow district policies as outlined
- Participate in and /or leading in-service programs
- Participate in continuing professional growth programs.

Core Values/Professional Qualities:

- Respond to all internal and external customers, as it relates to position, in a prompt, efficient, friendly and patient manner
- Function effectively as a team member
- Be responsible, reliable and punctual
- Be flexible and adaptable to change
- Positively accept direction
- Establish and maintaining courteous, cooperative working relationships with students, staff and parents
- Direct constructive criticism toward improving the district
- Exercise positive problem solving behavior and conflict resolution skills
- Adhere to the dress code appropriate to the site and job
- Share sensitive student and staff information on a need to know basis
- Be a positive role model for students
- Work with a large cross section of people in a professional and non-judgmental manner

Physical Requirements – Office

Positions in this classification typically require: stooping, kneeling, crouching, standing, walking, sitting, finger or manual dexterity, repetitive finger motion, speaking, hearing, seeing (with correction), focusing ability, or other factors applicable for the job. Employees may be subject to travel, odors, dusts, poor ventilation, workspace restrictions, and loud noises. Employees may be required to lift or exert up to 20 pounds of force to move objects occasionally, and up to 10 pounds of force to move objects frequently. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.