

EMPLOYEE NAME: \_\_\_\_\_

Revised: 1/86; 9/92; 3/93; 5/93; 8/93; 11/94; 5/95; 9/96; 9/07; 10/12; 4/17; 4/18;

11/21

### JOB DESCRIPTION

<b>POSITION TITLE:</b> Assistant Coordinator of School Bus Driver Safety & Training	<b>JOB CODE:</b> 463A
<b>DIVISION:</b> Operational Support	<b>SALARY SCHEDULE:</b> Office Clerical/Technician Annual
<b>DEPARTMENT:</b> Transportation	<b>WORKDAYS:</b> 238
<b>REPORTS TO:</b> Director of Transportation	<b>PAY GRADE:</b> Rank 7 (NCT7)
<b>FLSA:</b> Non-Exempt	<b>PAY FREQUENCY:</b> Monthly
<b>PRIMARY FUNCTION:</b> Coordinate and supervise the School Bus Driver Training Program in compliance with the guidelines of the Georgia Department of Public Safety, Georgia Department of Education and the Cobb County School District. Serve as Coordinator in the Coordinator's absence.	

### REQUIREMENTS:

1.	Educational Level: High School Education or GED required
2.	Certification/License Required: <ul style="list-style-type: none"> <li>• Valid Georgia Driver's License with a Passenger (P) Endorsement and a School Bus (S) Endorsement</li> <li>• Georgia Certified CDL Third Party Tester; GA State Department of Education Trainer Certification (Ability to obtain these certifications within two years)</li> </ul>
3.	Experience: Minimum 5 years in driver training or transportation operations experience
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities. Must be able to pass an annual physical examination
5.	Knowledge, Skills, & Abilities: Written and oral communication; computer skills including experience with MS Office

***The Board of Education and the Superintendent may accept alternatives to some of the above requirements.***

### ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance; work hours may vary during the school year.
2.	Assists in planning and coordination of annual training program for school bus drivers.
3.	Assists training class for all potential school bus drivers.
4.	Administers and coordinates all school bus driver CDL road tests.
5.	Assists in-service training for school bus drivers.
6.	Assists school safety programs for all grade levels.
7.	Evaluates new safety and training materials.
8.	Maintains driver training records and accident files.
9.	Assists with planning, setup and execution of the Department's Annual Road-e-o Safety Skills competition.
10.	Trains driver trainers to CDL standard and conducts spot checks of training being conducted.
11.	Plans, schedules and conducts remedial training with the Coordinator for drivers as required by the Department.
12.	Assists with plans, schedules and conducts first aid and CPR certification training.
13.	Assists with plans, schedules and conducts bus driver range training annually and as needed.
14.	Assists Coordinator with Accident Investigation for school vehicles.
15.	Functions as a bus driver when needed.
16.	Performs other duties as assigned by appropriate administrator.

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

Signature of Supervisor \_\_\_\_\_ Date \_\_\_\_\_