



# DEER VALLEY

Unified School District

## JOB DESCRIPTION

Job Title: **Trainer**

Position Type: <b>Classified</b>	Department: <b>Transportation</b>
Salary Schedule: <b>Classified</b>	Reports to: <b>Transportation Administrator</b>
Salary Range: <b>34</b>	
Term of Employment: <b>12 months</b>	Date: <b>July 1, 2025</b>
Shift: <b>Day</b>	Approved by: <b>Human Resources</b>

### **POSITION SUMMARY:**

Trains and evaluates new drivers and aides. Performs follow-up training and in-service training for Transportation employees to enable a safe, reliable transportation system to our District's students.

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### **ESSENTIAL FUNCTIONS:**

- Schedules, trains and evaluates new drivers and all required follow-up training for drivers and aides, including assisting the Administration with in-service.
- Conducts evacuation training and drills as required by state regulations.
- Schedules and performs bus refresher course, as required.
- Schedules and performs first aide/CPR training, as required.
- Observes all mandatory safety regulations for school buses.
- Assists in preparation of daily and monthly reports.
- Schedules all required bus evacuations.
- Completes all required paperwork for all new drivers and bus assistants, and follow-up training.
- All duties and requirements as a school bus driver.
- Schedules all third party examinations as needed – rotate trainees being tested with all CDLE qualified trainers.

### **MARGINAL DUTIES:**

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Other job related duties as assigned by the supervisor.
- Provides substitute coverage as assigned by the supervisor on an as needed basis.
- May be required to work evenings and weekends.

### **SUPERVISORY RESPONSIBILITIES:**

- None

### **SKILLS/ABILITIES/KNOWLEDGE/WORK STYLE:**

- Demonstrates the ability and desire to provide outstanding customer service.
- Demonstrates the ability to work effectively under time constraints.
- Must be able to comply with District's attendance standards as described in established guidelines.
- Must maintain a well-groomed appearance.
- Must be a team player and get along well with others.
- Must be highly organized with the ability to multitask.
- Must be detailed-oriented and self-motivated.
- Handwriting must be legible.
- Must have excellent communication skills.
- Must have excellent record keeping skills.
- Must have excellent memory and ability to function well under stress.
- Must be able to work independently with minimal supervision and/or assistance.
- Must demonstrate an extremely high regard for confidential and sensitive information.
- Must demonstrate flexibility, common sense, and good judgment.
- Must have ability to keep abreast of information pertinent to the job.
- Demonstrates the ability to read and interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Demonstrates the ability to write routine reports and correspondence.
- Demonstrates the ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals.
- Demonstrates the ability to compute rate, ratio, discounts and percent and to draw and interpret bar graphs.
- Demonstrates the ability to solve practical problems and deal with a variety of concrete variables in standardized situations.
- Demonstrates the ability to effectively present information in one-on-one and small group situations.

### **CERTIFICATES, LICENSES AND REGISTRATIONS REQUIRED:**

- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1986.
- Must meet all requirements as outlined under ADOT-R-17-4-501.
- Must meet requirements for school bus certification, behind the wheel instructor, first aide/CPR instructor, classroom instructor, performance agility tester, and Third Party Tester.

### **EDUCATION AND/OR EXPERIENCE:**

- High School diploma or general education degree (GED); or
- 3 year school bus driving experience;
- Three to six months training or equivalent combination of education and experience.

**PHYSICAL DEMANDS:**

- Regularly required to talk or hear.
- Frequently required to sit.
- Occasionally required to stand, walk, use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms, and climb or balance, stoop, kneel, crouch or crawl, and taste or smell.
- Must occasionally lift and/or move more than 100 lbs.
- Must have close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**ENVIRONMENTAL CONDITIONS:**

- The noise level in the work environment is usually loud.
- The employee frequently works in outside weather conditions.
- The employee is occasionally exposed to fumes or airborne particles and vibration.

**COMMENTS:**

*This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor.*

*This is a temporary management guide tool, subject to change.*