



The School Board of Polk County

<http://www.polk-fl.net>

Job Description

Position Title: Specialist, Training
FLSA Status: Exempt
Salary Grade, if non-union: SG18
Pay Grade, if union:
Non-Union or Specific Collective Bargaining Agreement: Non-Union

Our Mission:

The mission of Polk County Public Schools is to provide a high quality education for all students.

To perform this job successfully, the individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The duties are intended to describe the nature and level of work being performed by the employee assigned to the position. This job description is not meant to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position. Other duties may be assigned which are not listed. Additionally, when duties and responsibilities of this job change, this job description will be reviewed and updated, subject to changes and business necessity.

Custom Job Purpose:

This position exists to perform responsible duties in developing and administering a comprehensive bus driver-training program, as well as enforcing all state laws and school board policies as it pertains to transportation safety.

Essential Functions of this Job

Counsels employees through personal interviews on bus driver training. Works with school personnel, bus operators, and parents, as appropriate, to improve safety of bus transportation. Develops and conducts bus driver training programs, both pre-service and in-service. Maintains individual bus driver files, including dates of training. Develops and conducts new vehicle orientation training. Remains current with all Commercial Driver's License (CDL) laws and conducts CDL training for employees. Conducts all duties in alignment with requirements of school transportation as per State/Federal laws and State Board of Education Rules/regulations. Assists in the recruiting of potential bus drivers and bus attendants. Evaluates driver and attendant effectiveness and the overall performance of the transportation of students. Assists in the development of all facets of transportation safety. Reviews school bus stops/route changes. Assists in the implementation and monitoring of on-board video camera equipment. Investigates all accidents related to school board vehicles. Prepares on-scene accident report and maintains all accident records. Assists in the on-going in-service updates related to safety and drug and alcohol testing. Assists the appropriate supervisor in all aspects of division safety. Implements and maintains drug and alcohol testing program under federal mandate guidelines. Conducts random alcohol and drug testing. Maintains safe driving plan and conducts review of all school board employee driving records. Chairs or participates in accident review committee and recommends corrective action for school board employees.

Position Title: Specialist, Training

Non-Essential Functions of this Job

Performs other duties as assigned.

Knowledge, Skills and Abilities:

Considerable knowledge of school bus operations, training programs, hazards and driving safety precautions relating to transportation of students. Ability to administer and maintain a comprehensive driver and attendant training course, including exceptional education and special needs student conditions. Knowledge of rules and regulations of the school board, State Board of Education and of State and Federal laws. Knowledge of alcohol and drug testing equipment and its operation used in alcohol and drug testing approved by federal standards preferred. Knowledge of Florida Traffic Law. Proficient in using multiple computer programs such as Microsoft Word, Excel, and Access. Also proficient in an information database and GIS (Geographical Information System). Ability to establish and maintain effective working relationships with school personnel and the public. Bilingual/biliterate preferred.

Education, Experience and/or Certification/License Requirements

Graduation from high school or completion of GED. Five years' experience in school transportation or related credentials.

Valid State of Florida Driver's License. Must obtain a Florida teacher's certificate in school bus training, as well as obtain certification in the use of federally approved alcohol testing equipment, within 90 days of being placed in position. Preferred certifications include DOE Basic Curriculum Instructor, DOE Behind the wheel Instructor, National Safety Council Defensive Driving Instructor, State of Florida CDL Tester—Class A/B/C, State of Florida Train the CDL Trainer and NHTSA Child Restraint System Instructor.

Work Context:

Requires some sitting and standing, walking and moving about to coordinate work. Requires the use of alternative communication systems, such as electronic mail, telephones and computers. Requires coordination of work tasks to establish priorities, set goals and meet deadlines. Requires face-to-face discussions and contact with individuals and/or teams. Requires work with students, internal and external contacts, and with the public.

Physical Environment:

Requires working both indoors and outdoors. Requires exposure to outdoor elements including weather changes, foliage, and insects. Requires sitting for the majority of the day, and the ability to lift, carry, move and/or position objects infrequently weighing up to 20 pounds.

Local Code: 7703
EEO5: 44
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Date Last Revised: 2016-05-24

The School Board of Polk County, Florida, prohibits any and all forms of discrimination and harassment based on race, color, sex, religion, national origin, marital status, age, homelessness, or disability or other basis prohibited by law in any of its programs, services, activities or employment.