

## SCHOOL BUS DRIVER TRAINING COORDINATOR

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for instructing, training, examining and evaluating Bus Drivers employed by the school district. Work is performed under the general supervision of the Head Bus Driver. Supervision may be exercised over Bus Drivers when engaged in training or road testing. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only)

Conducts training courses for Bus Drivers employed by the school district;  
 Instructs drivers in safe driving practices;  
 Conducts pre-service training for new Bus Drivers;  
 Gives Bus Drivers biennial road and written examinations, annual defensive driving and driving record interviews in accordance with applicable Vehicle and Traffic Laws and regulations;  
 Periodically rides with and evaluates drivers on routes;  
 Collects and analyzes bus driver accident data for the district for transmission to the State Education Department;  
 Submits a variety of reports to the State Department of Motor Vehicles and State Education Department regarding driver training and competence.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of the provisions of the Vehicle and Traffic Law and the Regulations of the Department of Education relating to school bus operation;  
 Good knowledge of modern, safe transportation methods and the operation of school buses;  
 Ability to organize and conduct driver training and safety courses;  
 Ability to plan, coordinate and teach driver safety requirements to Bus Drivers;  
 Ability to prepare and maintain reports;  
 Ability to operate a school bus;  
 Ability to get along well with others;  
 Dependability;  
 Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

Five years of experience in the operation of a school bus.

**SPECIAL REQUIREMENTS:** Possession of the following at time of appointment:

- (A) New York State CDL-BP Driver's License;
- (B) New York State Certificate as Department of Motor Vehicle School Bus Driver Examiner;
- (C) New York State Certification as School Bus Driver Instructor