

# SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

## Position/Job Description

### TRANSPORTATION TRAINER

#### QUALIFICATIONS

- High School Diploma or equivalence or Florida Special Diploma.
- Valid Florida Commercial Driver License Class B with Passenger and S Endorsements and verification of an acceptable driving record through the State Department of Motor Vehicles.
- Two (2) years of successful school bus driving.

#### KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of computer applications as related to specific job functions.
- The ability to effectively communicate through written and verbal communication, train and/or speak in front of a group.

#### SUPERVISION

**REPORTS TO** Supervisor of Operations  
**SUPERVISES** No supervisory duties

#### POSITION GOAL

*To contribute to the safe and efficient operation of the Transportation Services Department by effectively providing training for all Transportation employees.*

#### PERFORMANCE RESPONSIBILITIES

1. \* Assist in planning and conducting driver and monitor training courses.
2. \* As required, provide remedial training to those employees in need of refresher information.
3. \* Keep abreast of new and emerging information regarding safety, training and Exceptional Student Education at the national, state and local levels and incorporate these into established training program.
4. \* Assist other safety personnel in the performance of their duties as needed.
5. \* Test and certify trainees for the Florida School Bus Driver's License.
6. \* Compile data and analyze training needs in order to constantly improve driver/monitor performance.
7. \* Assist with routine office telephone communications and procedures.
8. \* Maintain records on training classes and attendance to classes.
9. \* Serve as a substitute driver or a monitor in emergency situations.
10. Perform other duties as assigned by the Supervisor of Operations.

*\*Denotes essential job function/ADA*

#### EQUIPMENT / MATERIALS

Computer, Telephone, School Bus, Two-Way Radio, Copier, Fax Machine, County Vehicle

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## PHYSICAL REQUIREMENTS

**Sedentary Work** Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull or move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met

## PHYSICAL ACTIVITIES

**Sitting** Resting with the body supported by the buttocks or thighs.  
**Standing** Assuming an upright position on the feet particularly for sustained periods of time.  
**Walking** Moving about on foot to accomplish tasks, particularly for long distances.  
**Climbing** Ascending or descending ladders, stairs, scaffolding, ramps, poles, etc. Using feet and legs and/or hands and arms.  
**Bending** Lowering the body forward from the waist  
**Stooping** Bending body downward and forward by bending spine at the waist through the use of the lower extremities and back muscles.  
**Twisting** Moving body from the waist using a turning motion.  
**Reaching** Extending hand(s) and arm(s) in any direction.  
**Pulling** Using upper extremities to drag, haul or tug objects in a sustained motion exerting up to 100 pounds of force.  
**Lifting** Raising objects from a lower to a higher position or moving objects horizontally from position to position through the use of the upper extremities and back exerting up to 100 pounds of force.  
**Finger Dexterity** Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.  
**Grasping** Applying pressure to an object with the fingers and palm.  
**Talking** Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.  
**Hearing Acuity** The ability to perceive speech and other environmental sounds at normal loudness levels.  
**Visual Acuity** The power to see at a level which allows reading of numbers and text, operation of equipment, inspection of machines, etc.

## WORKING CONDITIONS

**Indoors** The worker is subject to inside environmental conditions. There is protection from weather conditions but not necessarily from temperature changes.  
**Indoors / Outdoors** The worker is subject to both environmental conditions. Activities occur inside and outside.  
**Cold** The worker is subject to extreme cold. Temperatures are below 32 degrees for periods of more than one hour.  
**Vibration** The worker is subject to vibration. There is exposure to oscillating movement of the extremities of the whole body.

## TERMS OF EMPLOYMENT

### PAY GRADE

**B-B75 \$33,997 - \$60,376**  
District Salary Schedule  
Months 12  
Annual Days 258  
Weekly Hours 37.5  
Annual Hours 1935

### POSITION CODES

PeopleSoft Position TBA  
Personnel Category 18  
EEO-5 Line 52  
Function 7800  
Job Code 1910  
Survey Code 78034

### FLSA

Applicable  
 Not applicable

Previous Board Approval

### BOARD APPROVED

**November 21, 2006**  
**October 10, 1995**

ADA Information Provided by Transportation Services  
Position Description Prepared by Ken Lewis