

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

REPORTS TO Transportation Safety Manager

GENERAL RESPONSIBILITIES

1. Mentors and assists drivers in an assigned sub-region of the county.
2. Assists with the Driver Training Program for Collier County Public Schools (CCPS) school bus drivers.
3. Operates a school bus route as assigned during non-peak training periods.

SPECIFIC RESPONSIBILITIES

1. Instructs school bus drivers to comply with 40-hour state approved training syllabus.
2. Assists the Transportation Safety Manager in developing and conducting in-service training.
3. Observes and makes recommendations regarding the performance of drivers as required.
4. Conducts behind the wheel training and reflex testing on all bus drivers annually.
5. Prepares trainees and vehicle maintenance employees for CDL Pre-trip basic skills and over the road test.
6. Conducts retraining of school bus drivers referred by the Driver Review Committee.
7. Operates a school bus on routes as assigned.
8. Enforces passenger safety rules and observes all applicable city, county and state traffic regulations.
9. Performs required pre-trip inspection of school buses on a daily basis and reports all defects in the condition of the school bus.
10. Prepares various reports to include statistical and training data.
11. Performs other duties as assigned.