

Civil Division: BOCES
Jurisdiction Class: Competitive
EEO Category: Protective Service: Non-Sworn
Revised: 05/02/11

SCHOOL BUS TRAINING COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This position exists in a BOCES. The incumbent is responsible to train School Bus Drivers, Instructors, and Bus Attendants in a given region, to monitor school transportation safety programs and provide guidance in those instances where programs are not addressing the hazards associated with school transportation safety. This class differs from that of Head Bus Driver and Transportation Supervisor in that there is no responsibility for overseeing the day to day operation, scheduling or repair of school buses. An employee in this class works under the supervision of a designated school official or administrator with leeway allowed for exercise of independent judgment in carrying out details of the work. Supervision is exercised over clerical staff engaged in record keeping activities related to the training program. Incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Coordinates training of school bus drivers within a region;
Develops School Bus Driver, Instructor, and Bus Attendants training sessions;
Provides direct instruction to School Bus Drivers, Instructors, and Bus Attendants including, but not limited to, refresher workshops;
Sets up training calendar and distributes it to school districts;
Coordinates and conducts pupil safety activities within the region;
Serves as a resource consultant on pupil transportation issues within the region by work with Boards of Education, School Officials, Transportation Supervisors, Community Groups and other publics concerned with pupil transportation safety;
Develops programs and techniques to address school districts transportation problems evident in a geographic area;
Updates course content and works with the State Education Department to develop new or revise existing courses;
Works with the State Education Department and serves as their liaison for the region;
Develops a communication network for school transportation information that is sent to school districts on a regular basis;
Devises a multimedia program to be used for the presentation to the public, which would highlight all areas of school transportation training;
Develops reporting forms for issues relating to transportation;
Develops refresher courses for School Bus Drivers, Instructors, and Bus Attendants meeting with Master Instructors to determine what is needed in the course;
Conducts school transportation needs assessments to identify needs as requested by school districts;
Communicates with District Superintendents to obtain suggestions for locations for offering courses;
Communicates with transportation association groups to obtain suggestions for locations of courses;
Collects and Analyses accident data for the region for transmission to the State Education Department;

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TYPICAL WORK ACTIVITIES cont.:

Follows uniform accident investigation policy;

Conducts regional meetings of Master Instructors and Bus Driver Instructors to discuss problems and concerns;

May assist school districts with procedures for hiring, supervising and training School Bus Drivers and periodically examines School Bus Drivers' records for compliance with laws and regulations when requested to do so by the State Education Department or local districts.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of modern, safe transportation methods and operation of school buses; thorough knowledge of the Vehicle and Traffic Law and regulations, education laws and department regulations, and Department of Transportation laws and regulations relating to school bus operation; good knowledge of the geography of the training area concerned; ability to organize and conduct driver training and safety courses; ability to keep records and reports; ability to plan, coordinate and teach driver safety requirements to instructors; ability to express oneself clearly and concisely both orally and in writing; ability to establish and maintain an effective relationship with the public and employees; ability to deal courteously and tactfully with the public.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from high school or a high school equivalency diploma with two (2) years of experience in instructing bus drivers **and** two (2) years of supervisory experience; **OR**
- (B) Graduation from high school or a high school equivalency diploma with six (6) years of experience in the operation of buses **and** two (2) years of supervisory experience.

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS: Eligibility for the Class B or higher level New York State commercial driver's license with passenger endorsement and without airbrake restriction. Possession of a valid CDL license at time of appointment. This license must be maintained throughout appointment. Candidates must be at least 21 years of age.

- NOTE:**
- (1) In addition, candidates must satisfy the requirements for School Bus Driver set forth in the Rules and Regulations of the New York State Commissioner of Education.
 - (2) If the position involves examination of School Bus Drivers in accordance with Section 6.16 of the Regulations of the Commissioner of Motor Vehicles and Article 19A of the Vehicle and Traffic Law, candidates must possess certification as an Examiner issued by the New York State Department of Motor Vehicles at time of appointment.

Revised: 01/19/05, 05/02/11