

**SUPPORT STAFF PERSONNEL QUALIFICATIONS AND DUTIES****SCHOOL BUS TRAINER/INSTRUCTOR — CLASS V****1. Position Summary**

Under the direction of the Assistant Director of Transportation and the Transportation Foreman, trains new bus drivers, holds safety meetings with bus drivers, and conducts Bus Ridership programs in the schools.

**2. Duties**

- Conduct classroom instruction of new drivers through assistance of videos to cover topics such as pre-trip safety check, pick up and drop off of students and bus evacuations.
- Train bus drivers and evaluate their performance.
- Assist with the planning and implementation of bus driver training program for new drivers in the division to ensure that proper knowledge, procedure, safety practices and driver image are developed and maintained.
- Assist with the planning and implementation of Bus Ridership Program for elementary schools, three times each year which includes safety practices such as, getting on and off the bus, crossing in front of the bus and bus evacuation.
- Assist with the planning and implementation of annual training program for Bus Patrols.
- Participate in safety meetings and train bus drivers on how to sustain safety as a top priority.
- Assist with the scheduling of bus at the beginning of each school year.

**3. Education**

- Grade X.
- Graduate of Department of Education Trainer Course Level 1, 2, 3.
- Valid Class 2 Manitoba Driver's License and School Bus Drivers Certificate (24 hours).
- Defensive Driver Training Course (8 hours).

3. **Education**

- C.P.R. (1-2 days).
- First Aid Certificate (8 hours).

4. **Experience**

- Minimum 3 years driving experience.
- 1 additional year on the job training.

5. **Physical Demands**

- Visual and mental concentration for long periods of time.

6. **Working Conditions**

- Operating a vehicle in all weather conditions.
- Exposure to fumes and dust.
- Pressure due to lack of control of the operation of a vehicle when training drivers in all weather conditions.