

FOWLER ELEMENTARY SCHOOL DISTRICT

**Job Title: Transportation Training
Coordinator**

**Classification: Support Personnel Pay Schedule
RANGE: IV**

Position Summary: This position provides the most current and complete training to all new incoming drivers and monitors. The position is also responsible for keeping senior employees updated on new and changing laws and/or procedures.

Qualifications:

- AZ DPS Certified Trainer
- 1 year experience as road trainer
- Bilingual Spanish required
- 1-3 years experience in student transportation
- Valid CDL at time of hire required
- Demonstrated positive individual, small group and large group communication skills
- Ability to obtain 3rd party certification within one year of hire

Essential Duties and Responsibilities

- Responsible for content of all training classes making certain that DPS regulations are covered and updated
 - Responsible for providing new potential drivers the necessary review to assist them in passing the written CDL
 - Schedule classes as required and teach all First Aid and CPR classes for drivers and monitors
 - Liaise between District and Zonar
 - Update employees on Zonar changes
 - Access Zonar system to obtain bus and driver information
 - Consult with drivers and/or monitors as required to refresh their skills
 - Administer biannual physical agility tests to all drivers
 - Assist with maintaining records of credentials of all drivers/monitors; maintains pertinent CDL records and reports required/needed for CDL audit by MVD
 - Drive as needed
 - Provide backup coverage at Dispatch as needed
 - Responsible for departments requisitions; works with Purchasing Dept to ensure proper procedures
 - Works with Mechanic by tracking expenditures
 - Ensure budget integrity and keep Director informed of budget status
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- Other duties as may be assigned.

Evaluation: In accordance with Governing Board Policy GDO.

Reports to: Director of Transportation