



EMPLOYEE NAME: _____

Revised: 1/86; 9/92; 3/93; 5/93; 8/93; 11/94; 5/95; 9/96; 9/07; 10/12;
4/17; 4/18; 6/18; 9/21

JOB DESCRIPTION

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| POSITION TITLE: Coordinator of School Bus Driver Safety & Training | JOB CODE: 464Z |
| DIVISION: Operational Support | SALARY SCHEDULE: Transportation |
| DEPARTMENT: Transportation | WORKDAYS: 238 |
| REPORTS TO: Director, Transportation | PAY GRADE: NZ00 (Based on NFC4) |
| FLSA: Exempt | PAY FREQUENCY: Monthly |
| PRIMARY FUNCTION: Coordinate and supervise the School Bus Driver Training Program in compliance with the guidelines of the Georgia Department of Public Safety, Georgia Department of Education, and the Cobb County School District. | |

REQUIREMENTS:

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| 1. | Educational Level: Bachelor’s degree or its equivalency required (2 years of similar work level experience = 1 year of college). A combination of experience and education may be used to meet the bachelor’s degree requirement; however, the work experience years used to qualify for the bachelor’s degree requirement cannot be used to meet the work requirement |
| 2. | Certification/License Required: <ul style="list-style-type: none"> Valid Georgia Driver’s License with a Passenger (P) Endorsement and a School Bus (S) Endorsement Georgia Certified CDL Third Party Tester; GA State Department of Education Trainer Certification (Ability to obtain these certifications within two years) |
| 3. | Experience: Minimum 5 years in driver training or transportation operations experience |
| 4. | Physical Activities: Routine physical activities that are required to fulfill job responsibilities and annual physical examination required |
| 5. | Knowledge, Skills, & Abilities: Written and oral communication; computer skills including experience with MS Office |

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

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| 1. | Demonstrates prompt and regular attendance; work hours may vary during the school year. |
| 2. | Plans and coordinates annual training program for school bus drivers. |
| 3. | Coordinates training class for all potential school bus drivers. |
| 4. | Administers and coordinates all school bus driver CDL road tests. |
| 5. | Coordinates in-service training for school bus drivers. |
| 6. | Coordinates school safety programs for all grade levels. |
| 7. | Evaluates new safety and training materials. |
| 8. | Maintains driver training records, FMCSA Clearinghouse, School Bus Safety Program, and accident files. |
| 9. | Assists with planning, setup and execution of the Department’s Annual Road-e-o Safety Skills competition. |
| 10. | Trains driver trainers to CDL standard and conducts spot checks of training being conducted. |
| 11. | Plans, schedules and conducts remedial training for drivers as required by the Department. |
| 12. | Plans, schedules, and conducts first aid and CPR certification training. |
| 13. | Plans, schedules and conducts bus driver range training annually and as needed. |
| 14. | Performs Accident Investigations and training for staff. |
| 15. | Functions as a bus driver as needed. |
| 16. | Performs other duties as assigned by appropriate administrator. |

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____