

PINELLAS COUNTY SCHOOL BOARD  
FLORIDA

PCSB: 6178  
Pay Grade: D11

FLSA: Non-Exempt

**BUS DRIVER TRAINER / CDL EXAMINER**

**MAJOR FUNCTION:**

Train new school bus drivers for the Pinellas County Schools Transportation Department and conduct in-service training for currently employed school bus drivers. Administer on-the-road driving examinations required by the Florida Department of Motor Vehicles & Highway Safety for new school bus drivers to obtain a commercial driver's license. Incumbents may also transport students to and from public schools or facilities during periods of driver shortages. Performs other related tasks to include updating route and student information and preparing bus inspection, accident/crash, and incident reports. Work is performed under general supervision and direction.

**DUTIES AND RESPONSIBILITIES:**

- Trains new school bus drivers for the Pinellas County Schools Transportation Department in accordance with the requirements of the Florida Department of Education Basic School Bus Driver Training Curriculum.
- Administers dexterity tests to applicants for school bus driver positions in accordance with the requirements of the Florida Department of Education.
- Prepares school bus driver trainees to take the on-the-road driving examinations required in order to obtain a commercial driver's license (CDL) and administers the CDL Skill Tests to trainees in accordance with procedures and requirements of the Florida Department of Highway Safety & Motor Vehicles.
- Conducts in-service training of current school bus drivers for annual re-certification to transport students as required by the Florida Department of Education.
- Conducts in-service training for current school bus drivers when it has been determined they have been involved in an at-fault/preventable vehicle accident/crash, in accordance with the requirements of the Pinellas County School Board's Safe Driver Plan.
- Performs "check rides" with all current school bus drivers to monitor driving skills and proficiency. Conducts follow-up in-service training to correct deficiencies noted through the "check ride" process.
- Works closely with designated school bus drivers at the bus compounds who are assigned as trainers and monitors their work to ensure all standards and requirements are in compliance.
- Transports students to and from public schools and facilities during periods of driver shortages, and performs all other duties required of regular school bus drivers.
- Performs other related duties, as required.

**MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of a GED required. One (1) year or more experience as a Bus Driver Relief/Training Assistant with Pinellas County Schools. Must possess and maintain a valid Florida class "B" commercial driver's license with passenger and school bus endorsements. Must hold a current State Medical Examiner's Certificate issued by a Pinellas County School Board approved physician. Must satisfactorily complete the School Bus Driver Trainer Certification Course conducted by the State Department of Education within one (1) year of being placed in the position. Must satisfactorily complete the CDL Third Party Examiner Certification Course administered by the Florida Department of Highway Safety & Motor Vehicles within six (6) months after being placed in the position.

ISSUED: 01/00; BOARD APPROVED: 10/01; REVISED WC: 4/04 LM. 7/08 REVISED MQ's RAS,  
BOARD APPROVED: 10/29/08

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification, and they are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in the classification.

**BUS DRIVER TRAINER/CDL EXAMINER**

<b><u>WORKING CONDITIONS &amp; PHYSICAL EFFORT:</u></b>	Seldom Or Never	Monthl y	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds		X			
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds		X			
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time				X	
11. Standing for more than two hours at a time	X				
12. Stooping and bending				X	
13. Ability to reach and grasp objects					X
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects		X			
19. Proofreading and checking documents for accuracy		X			
20. Using a keyboard to enter and transform words or data		X			
21. Using a video display terminal		X			
22. Working in a normal office environment with few physical discomforts			X		
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions			X		
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions			X		
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls		X			
26. Operating automobile, vehicle, or van					X
27. Other physical, mental or visual ability required by the job	X				

Bus Driver Trainer/CDL Examiner NR