Little Rock School District  
JOB DESCRIPTION

Position Title: Driver Trainer- Transportation  
Prepared Date: 12/03/2021

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**JOB GOAL:**
To assist the Registrar in executing all technical procedures required to establish and maintain, in both the building level computer and on permanent records, all data pertaining to scheduling, grading, and the academic progress and matriculation of every student in the school.

**TERMS OF EMPLOYMENT:**
Twelve (12) months (245 days) contract, Pay 802 Grade 05, plus benefit package. NOTE: Precise placement within the salary range will be determined based upon education and experience.  
FLSA: Non-Exempt

**QUALIFICATIONS:**

1. Must have a high school diploma or GED, or experience and training equivalent to a high school education and have the ability to follow written instructions and to make written reports when necessary.
2. Must have experience and demonstrate proficiency in training of drivers of school buses.
3. Must have experience and demonstrate proficiency in establishing, writing, coordinating and submitting lesson plans and training schedules.
4. Must possess a Commercial Driver’s License (CDL).
5. Must maintain an outstanding driving record.
6. Must have good work references for the past five (5) years.
7. Must be prepared to perform responsibilities on evenings, weekends, and holidays if required.
8. Must be able and willing to perform job responsibilities with minimum supervision and under stressful conditions.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**
The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position.

1. Prepares and presents comprehensive training for new employees for the Commercial Drivers License (CDL), the Arkansas School Bus Training Program, and the defensive training program.
2. Maintains accurate files for analysis and determines areas of necessary additional emphasis and individual retraining requirements.
Little Rock School District

JOB DESCRIPTION

3. Prepares and presents refresher driving training and remedial training for current employees as required.
4. Prepares, maintains and distributes all required forms and reports concerning employees driving records, physicals, and accident reports.
5. Coordinates all training requirements with drivers’ supervisors alerting each to individual driver’s progress, weaknesses and strengths.
6. Assists in the establishment of safe bus stops and monitors bus routes for safety purposes.
7. Must maintain Third Party Tester Certification.
8. Investigates complaints relating to unsafe driving.
9. Prepares and administers school bus safety presentations for District schools.
10. Assists in preparing, maintaining, and distributing all computerized routes for Special Needs Transportation.
11. Coordinates all in-service for bus drivers.
12. Supervises and operates base station for mobile radios.
14. Must be proficient in computerized routing system.
15. Assists in supervising the daily operation of the Little Rock School District Special Needs Student Transportation Unit.
16. Responsible for maintaining field trip logs and assigning field trips.
17. Performs other related duties as assigned.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty successfully. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Mental Functions, Physical Requirements, and Working Conditions:

While performing the duties of this job, the employee is regularly required to sit, stand, walk, go up and down stairs, operate foot and hand controls, use a telephone and write. Occasionally the employee must lift and/or move up to twenty (20) or more pounds. This position requires accurate perceiving of sound, near and far vision, depth perception, handling and working with educational materials and/or objects, and providing oral information. Must have the ability to work for the duration of the daily contracted time period, and to be physically present and at assigned work, with only infrequent unexcused absences, during the contract year. Additional technical skills, knowledge, and abilities may be recommended by immediate supervisor and approved by the Human Resources Director.