

JOB DESCRIPTION

Position	Driver Trainer
Portfolio	Transportation
Reports To	Manager of Transportation Operations
Location	Education Centre, RM of Sherwood and Grenfell Bus Shop
Salary Range	Driver Trainer Grid, Conditions of Employment


JOB PURPOSE
The Driver Trainer is responsible to provide instruction, practical experience and mentorship to all current and prospective bus drivers working as part of the Transportation team to provide safe and reliable transportation services to students and schools.
PRIMARY RESPONSIBILITIES
<ul style="list-style-type: none"> • Develop and deliver a training structure to help new drivers to develop the required skills and abilities to be successful in SGI testing and daily driving. • Provide support to current drivers through collegial mentorship and coaching, including speaking to groups. • Assess and evaluate bus pick up locations and routes, as requested, to ensure student safety. • Proactively review legislation and best driving practices to ensure continued compliance in our operations.
KNOWLEDGE, SKILLS AND ABILITIES
<ul style="list-style-type: none"> • Knowledge and ability to safely operate a school bus, including a valid school bus endorsement • Knowledge of <i>The Highway and Transportation Act</i> and <i>The Traffic Safety Act</i> • Knowledge of the <i>Saskatchewan Driver's Handbook</i> and <i>Saskatchewan Commercial Driver's Handbook</i>
COMPETENCIES
<ul style="list-style-type: none"> • Accountability - Takes personal ownership and responsibility for the quality and timeliness of work commitments. Follows organizational guidelines, professional standards, regulations and principles. Demonstrates reliability and integrity on a daily basis. • Teamwork - Shares knowledge and experience with team members and others and solicits input and feedback from others to help the team problem solve and solution build. Respects contributions from all team members, demonstrating cooperation, and supports team decisions. • Time Management and Organization – Maximizes time in order to accomplish as many tasks as possible in a timely manner keeping in mind prioritizing tasks as needed. Setting out goals and objectives as well as the work plans required to complete them.

<ul style="list-style-type: none"> • Leadership – Maintains a professional and positive manner even under changing or uncertain conditions. Works well with a wide range of individuals to provide support, coaching, encouragement and direction. Engages others in order to accomplish organizational goals and strategies. • Communication – Clearly conveys information to a variety of audiences using the tools necessary, engaging the audience to ensure the message is delivered and understood, creating a positive first impression with confidence and respect. • Confidentiality - Prairie Valley School Division employees are expected to respect the confidential nature of their positions and shall keep confidential any and all information they acquire during the course of their employment that would be reasonably considered to be personal or confidential.
QUALIFICATIONS
<ul style="list-style-type: none"> • Minimum of 5 years safe driving experience • Minimum of 3 years driving a school bus • Valid School Bus Endorsement
WORKING CONDITIONS
<ul style="list-style-type: none"> • Hours are variable, 12 months a year, evenings and weekends may be required • Conditions of Employment (non-union) • Travel within the school division is required • Working outdoors in a variety of weather conditions
DIRECT REPORTS
<ul style="list-style-type: none"> • N/A

Approved by:

Supervisor Name: Tracy Driedger

Supervisor Title: Manager of Transportation Operations

Signature: 

Date: May 19, 2017

Deputy Director Reviewed 

Last Updated: May 2017

