

ACESC Job Description 2022 PRESERVICE BUS DRIVER TRAINING INSTRUCTOR

Qualifications:	Bachelor's Degree Certification – Valid Driver Education Validation for School Bus Driving
Reporting To:	Superintendent
Supervises:	Third Party Examiner/ Administrative Asst. Other staff members as designated by the Superintendent of Schools
Job Goals:	To provide service to Northwest Ohio area school districts by training school bus drivers; To remain current with changes in transportation equipment, with effective training strategies, and with changes in state and federal laws, rules and regulations concerning school bus transportation.
Performance Responsibilities:	<ol style="list-style-type: none">1. Classroom instruction covering driving fundamentals, public relations, safety, first aid, emergency procedures, pupil management, transportation of handicapped, driving fundamentals and any other areas as may be deemed advisable;2. Instructor shall establish classes working through the County Superintendent, Local, City and Exempted Village Superintendents;3. On the road instruction shall be to the extent that driver can operate and transport children within the framework of Ohio Transportation Laws and Regulations. Driver shall be qualified to take Ohio Driving Exam for bus driver validation;4. Curriculum shall be under the supervision and administration of the State Supervisor for the program;5. Administrative details of program shall be administered by the County Superintendent or designee;6. Salary shall be established by the Allen County Board along with hours and other daily job requirements;7. Inservice programs shall be developed and presented as requested and approved by the fiscal agent Superintendent;8. Preservice Coordinator responsibilities:<ol style="list-style-type: none">a. Coordinate the CDL program between Allen County Board and the State Highway Patrol,b. Coordinate the operation of the Third Party test site,c. Periodically evaluate Third Party Examiner,d. Monitor the financial status of the CDL third Party Tester Program to safeguard the Preservice Program funds,e. Help an examiner when the need dictates;9. Such other duties as may be assigned by the Superintendent.
Evaluation:	Performance of this job will be evaluated by the Superintendent or designee.

February 2022