



**PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA**

PCSB: 6181  
Pay Grade: E03

FLSA: Non-Exempt  
PTS

<b>TRANSPORTATION, LEAD INSTRUCTOR</b>
<b>REPORTS TO:</b> Transportation, Training and Support Specialist
<b>SUPERVISES:</b> Not Applicable
<b>QUALIFICATIONS:</b> High School Diploma or possession of a GED. Five (5) years or more experience as a Bus Driver. 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.
<b>MAJOR FUNCTION</b>
Develop a safe and effective driver workforce and efficient pupil transport system through applicable training programs.
<b>ESSENTIAL RESPONSIBILITIES</b>
<ul style="list-style-type: none"> <li>• Maintains oversight of Transportation Instructors.</li> <li>• Organizes, plans and implements training projects to successful completion.</li> <li>• Communicates effectively with a variety of audiences, orally and in writing.</li> <li>• Organizes, prioritizes, and manages work assignments.</li> <li>• Establishes and maintains collaborative working relationships with all stakeholders.</li> <li>• 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.</li> <li>• Prepares school bus driver trainees to take the on-the-road driving examinations required 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 &amp; Motor Vehicles.</li> <li>• Conducts training of current school bus drivers for annual re-certification to transport students as required by the Florida Department of Education.</li> <li>• Conducts 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.</li> <li>• Performs "check rides" with all current school bus drivers to monitor driving skills and proficiency.</li> <li>• Conducts training to correct deficiencies noted through the "check ride" process.</li> <li>• 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.</li> <li>• Performs other related duties as assigned.</li> </ul>

**TRANSPORTATION, LEAD INSTRUCTOR**

**TERMS OF EMPLOYMENT**

*Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be established by the District.*

*Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.*

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

**HISTORY OF JOB CLASSIFICATION**

ISSUED: 11/30/23 PT; BOARD APPROVED: 01/23/24

## TRANSPORTATION, LEAD INSTRUCTOR

WORKING CONDITIONS & PHYSICAL EFFORT:	Seldom Or Never	Monthly	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 computer to enter and transform words or data		X			
21. Using various technology tools		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				

Transportation, Lead Instructor - PTS