

Job Title:	Driver Trainer/Supervisor	Job Category:	Exempt
Department/Group:	Corporate Office	Reports To:	President, Executive VP, COO
Location:	West Burlington, IA	Travel Required:	0-25%
Position(s) Supervised:	Motorcoach Operators	Position Type:	Full-Time

Summary

To train new employees, and retrain current employees, on Local, State, Federal Laws, company policy and procedures pertaining to Motorcoach Operators. To Supervise all Motorcoach Operators and support them where needed. To complete all paperwork and documentation on performed duties

Reasonable Accommodations Statement

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodation may be made to help enable qualified individuals with disabilities to perform the essential functions.

Essential Functions

Driver Trainer

- Teach Burlington Trailways company specific Driver training regarding policies and procedures. Compile and prepare all necessary classroom materials in a packet for each student.
- Evaluate competency on driving skills- range and public road.
- Keep accurate daily logs of tasks completed or miles driven by students.
- Maintain daily agenda/curriculum. Provide feedback on training curriculum and make amendments to curriculum, as necessary.
- Ability to use driving simulator independently.
- Once Driver Training is completed, perform an official, documented check-off drive to evaluate overall competency, assign graduating full-time Motorcoach Operators seniority dates, and notify Dispatch that the driver can perform work independently.
- Coordinate with Human Resources Department on students who are nearing graduation to obtain bus keys, fuel cards, etc.
- Assist with company uniform fittings and purchasing.
- Able to teach theory, behind-the-wheel driving on a closed course, and public roads to new Student Motorcoach Operators in compliance with FMCSA's Entry Level Driver Training (ELDT). Determine when Student Motorcoach Operators reach competency in each area of ELDT and sign-off. Update FMCSA's portal with Student Motorcoach Operators graduation of ELDT curriculum in compliance with set timeframes. Schedule and attend CDL skills/road tests with Student Motorcoach Operators in appropriate licensing state.

Driver Supervisor

- Collaborate with members of management to review bus accidents and determine appropriate re-training.
- Schedule and perform re-training sessions with current drivers as needed. Complete record of training and turn it in to Human Resources Department for filing.
- Re-train existing Drivers on paperwork, tickets, envelopes, scanners, log book entries and/or hours of service as required.
- Assist with correction of driver log issues.
- Prepare one topic geared toward Motorcoach Operators for quarterly safety training and provide to Safety and Compliance Coordinator. Coordinate with to Safety and Compliance Coordinator to determine when this must be completed each quarter.
- Conduct annual performance evaluations for all drivers.
- Assist with tracking and reporting drivers Safe Miles. Calculate year end totals and prepare Safe Mile Awards.
- Assist HR Department with tracking Quarterly Safety Incentive and provide input when necessary.

- Handle complaints involving drivers for all Burlington Trailways operations when needed, involve other supervisors.
- Assist with Driver Pay Package updates.
- Assist the Safety and Compliance Coordinator with all driver files, including accident files.
- Drive in emergency situations.

General Duties

- Read and review all emails. Respond timely to all emails.
- Serve as an active member of Safety Committee.
- Attend meetings as required.
- Follow proscribed dress code.
- Report prepared for work, on time, with all necessary items.
- FTA Safety Sensitive functions.
- Other duties as assigned.

Qualifications, Education Requirements, Preferred Skills

- Holds a Class B CDL (or higher) with Passenger and Air Brake endorsements and has at least 2 years of verifiable experience driving a commercial motor vehicle requiring a CDL of the same or higher class.
- Obtain, possess, and maintain a current DOT Medical Certification.
- Maintain a ‘non-prohibited’ query result in the Drug and Alcohol Clearinghouse.
- Read, write, and speak English fluently. Ability to speak other languages is helpful.
- Successfully complete a background check up to Burlington Trailways standards. (MVR, criminal, Prohibited Party, FMCSA PSP, Extended Employment Verification)
- Pass an insurability test with our current bus insurance carrier.
- Pass a pre-employment drug screen and random alcohol and drug screens in accordance with FTA/FMCSA drug testing requirements.
- Stay current with DOT/FMCSA/FTA regulations pertaining to position.
- Basic computer knowledge

Physical Demands

Definitions:

N (not applicable)	Activity is not applicable to this position
O (occasionally)	Position requires this activity up to 33% of the time (0-2.5+ hours/day)
F (frequently)	Position requires this activity from 33%-66% of the time (2.5-5.5+ hours/day)
C (constantly)	Position requires this activity more than 66% of the time (5.5+ hours/day)

• Stand	O	Lift/Carry	
• Walk	O	10 lbs. or less	F
• Sit	C	11 – 20 lbs.	F
• Manually Manipulate	F	21 – 50 lbs.	O
• Reach Outward	O	21 – 100 lbs.	O
• Reach Above Shoulder	O	Over 100 lbs.	O
• Climb	O		
• Crawl	O	Push/Pull	
• Squat or Kneel	O	12lbs. or less	F
• Bend	O	13 – 25 lbs.	O
• Grasp	O	26 – 40 lbs.	O
• Speak	C	41 – 100 lbs.	O

Additional Notes

The company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the company reserves the right to change this job description and/or assign tasks for the employee to perform, as the company may deem appropriate.

Equal Employment Opportunity

Burlington Trailways is an equal opportunity employer. In accordance with applicable law, we prohibit discrimination against any applicant or employee based on any legally-recognized basis, including, but not limited to: veteran status, uniformed servicemember status, race, color, religion, sex, pregnancy (including childbirth, lactation or related medical conditions), age (40 and over), national origin or ancestry, physical or mental disability, genetic information (including testing and characteristics) or any other consideration protected by federal, state or local law. Our commitment to equal opportunity employment applies to all persons involved in our operations and prohibits unlawful discrimination by any employee, including supervisors and co-workers.