



Job Title: Drivers Education Instructor
Reports To: Supervisor
FLSA Status: Non-Exempt

JOB SUMMARY

Provide instruction, behind-the-wheel instruction and observation opportunities to driver's education students.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge:

1. Thorough knowledge of the operation and capabilities of District vehicles and equipment.
2. Ability to drive safely under pressure of time constraints, student misbehavior, hazardous road conditions, and traffic demands.
3. Punctuality and ability to pace activity to meet time schedules.
4. Knowledge of student management techniques and ability to calmly interact with students.
5. Demonstrate courtesy and safety to the public.

Skills and Abilities:

Possess the physical ability to regularly attend work and fulfill the essential functions of the position, with or without reasonable accommodation.

1. Attend and pass an Oregon Driver Education Instructor Course.
 2. Possess a driving record that conforms to the requirements of the State Department of Education.
 3. Read, understand, and apply written instructions found in route books and District policies and procedures.
 4. Maintain a safe driving record with District or personal vehicles.
 5. Adhere to the district requirements for a drug-free workplace.
 6. Possess a valid Oregon Drivers License and maintain an insurable status for automobile liability and coverage.
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ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Adequately teach the curriculum to provide sufficient exposure to the material so that students will satisfactorily master skills.
2. Follow curriculum set up by the program for classroom and behind-the-wheel. Any changes in the curriculum are to be pre-approved by the program manager.
3. Maintain and improve professional skills in order to contribute to the learning of all students. Model safe driving techniques.
4. Maintain certification requirements as required by the Oregon Department of Transportation – Transportation Safety Division (ODOT-TSD), including required annual continuing education. Maintain valid First Aid – CPR – AED card.
5. Meet assigned students with punctuality and enthusiasm.
6. Ensure students meet the requirements of classroom hours and in-the-vehicle instructional hours.
7. Maintain detailed records.

8. Complete all reports/forms with attention to detail.
9. Communicate with Driver's Education Program Supervisor regarding any problems with student's performance and/or discipline.
10. Keep cars and classroom clean. Keep car in good repair and full of gasoline.
11. Must have a cell phone (not provided by BSD) and have it on at all times instructor is with students.
12. Report accidents to Drivers Education Program Manager or school administrator.
13. Maintain a professional working environment and positive interpersonal working relationships with staff, parents and students.
14. Maintain confidentiality in all areas.
15. Comply with all applicable district, state, and federal guidelines, policies, laws, rules and regulations.
16. Implement strategies that protect the legal rights of students. Protect the safety, health, and well-being of all students.
17. Perform work responsibilities effectively under pressure of deadlines, difficult situations, and continuous interruptions. Prioritize work load based on the nature of the event or assignment.
18. Implement strategies that respect individual differences, promote education, and maintain supportive and inclusive environment.
19. Other duties as assigned by the Supervisor.

MARGINAL DUTIES AND RESPONSIBILITIES

Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Attends in-service trainings, staff meetings, and other District trainings as required.
2. Serve on building and District and school committees and councils as required.
3. Report issues to authorities as necessary, animal control, suspicious activity, etc.
4. Reports safety, sanitary and fire hazards immediately to teacher/principal/supervisor.

SUPERVISORY RESPONSIBILITIES

All school employees have some responsibility for supervising students and assisting in maintaining a safe environment.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education and/or Experience:** High School diploma or recognized equivalent. [Oregon Administrative Rules](#) require all Driver's Education instructors who teach for an Oregon Department of Transportation – Transportation Safety Division (ODOT-TSD) approved program to complete an approved instructor training series. In addition to taking the training classes, approved Driver's Education instructors must also meet the following criteria:
 - Be a least 21 years of age.
 - Have current First Aid & CPR certification.
 - Hold a valid Oregon driver license, or a license from a state adjacent to Oregon if the person is a legal resident of that state and has had valid driving privileges for at least three years.
 - Meet these driving record qualifications:

- Not more than one driver improvement violation within the preceding 12 months or more than two within the preceding 24 months.
 - No drug or alcohol-related traffic violation, conviction or infraction within the preceding five years.
 - No driver's license suspension, cancellation, revocation or denial within the preceding three years.
 - Not have a conviction for any of the crimes listed in OAR 737-015-0070 (A criminal history check is required before beginning the training program).
 - Complete a minimum of 15 hours of continuing education every two years.
 - Teach a minimum of 30-hours in an ODOT-TSD approved program every two years; our program is an ODOT-TSD approved program.
- **Interpersonal Skills:** Works well with others from diverse backgrounds. Must be able to work effectively as a team member. Must be able to work independently as well as with other employees and/or administrators in a positive, productive manner. Demonstrated ability to successfully work and maintain harmonious relationships with students.
 - **Language Skills:** Ability to communicate fluently verbally and in writing in English. Ability to verbally respond to common inquiries from students. Ability to read and interpret simple instructions, short correspondence and memos.
 - **Mathematical Skills:** Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals.
 - **Reasoning Ability:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, schedule or diagram form.
 - **Computer Skills:** General knowledge of computer usage and ability to use e-mail, internet software and word processing software.
 - **Other Skills and Abilities:** Ability to appropriately communicate with students, teachers, parents and members of the community. Ability to exercise good judgment and work in an environment with constant interruptions. Working knowledge of School District practices or basic policies may be necessary.
 - **Certificates, Licenses, Training:** Possess an appropriate valid Oregon driver's license issued by State of Oregon Department of Motor Vehicles and maintain an insurable status for automobile and liability coverage. Has had valid driving privileges for at least three years. Possess a driving record that conforms to the requirements of the State Department of Education. First Aid training and CPR card required as well as other certificates and licenses as determined by the District. Yearly completion of SafeSchools online training required.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk, sit, use hands for fine manipulation, handle or feel and reach with hands and arms. The employee is frequently required to stand and stoop, kneel, crouch or crawl. The employee must have the physical ability to carry or drag a 125-pound person 30 feet in 30 seconds. The employee may occasionally climb stairs or ladders. Obtain impressions through the eyes of the shape, size, distance, motion, color, or other characteristics of objects. Must be able to read road signs, and be able to clearly distinguish physical hazards.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Drivers have contact with students and are required to maintain order to ensure the safety of students. Drivers are to remain in a seated position for several hours while instructing in car. Frequent flexible work scheduling. Exposure to inclement weather and the hazards associated with vehicular travel are routine for this position.

OTHER

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

Prepared By: HR Department

Updated: February 2021

I have read and understand this job description. My signature acknowledges that I am capable of performing the essential functions of this position with or without reasonable accommodations.

Employee

Date