**School Bus Driver Trainer** (PT)

Albany Technical College seeks a part-time School Bus Driver Trainer. Under general supervision, the School Bus Driver Trainer will be responsible for instructing School Bus Driving classes to adults. He/she will coordinate and deliver training and test prep courses for individuals seeking to obtain a CDL with “S and P endorsements”, and “School Bus Driver Training”. The “SBDT” addresses rules, regulations, policies, and best practices regarding student transportation, utilizing the curriculum developed by Pupil Transportation of the Georgia Department of Education. He/she must possess knowledge of Federal and State DOT regulatory standards. He/she will maintain communication with area school district transportation directors to determine needed training topics and district procedures and guidelines. Based on school district input, he/she should be prepared to enhance provided curriculum as needed to address school district needs with the goal of developing graduates who are “ready-for-hire.” Desired candidate will have computer skills and have the ability to make effective oral and written presentations.

**Minimum Qualifications:** The applicant MUST possess a High School diploma or Equivalent \*AND\* a have minimum of three (3) years school bus driving experience. Applicant must possess a valid Georgia commercial driver's license with a "P" and "S" endorsement. He/she must have Georgia Department of Education School Bus Driver Instructor/Trainer Certification or obtain the certification upon being hired.

**Preferred Qualifications:** The applicant MUST possess anAssociate’s Degree or higher \*AND\* hold a Third Party Examiner Certification from the Georgia Department of Driver Services \*OR\* will obtain certification within one year of employment.

**Physical Demands:** Work is typically performed in a classroom or laboratory setting with intermittent sitting or walking in various settings. The employee occasionally lifts or moves objects of a light to medium weight. Hand and finger motion may be required for data entry purposes.

**Salary/Benefits:** This is a part-time position and does not include insurance benefits. Salary is commensurate with education and work experience.

**Application Deadline:** All applications packets MUST be completed via the Online Job Center at <https://www.easyhrweb.com/JC_Albany/JobListings/JobListings.aspx> . As a part of the application process, interested candidates will be required to upload other documents including a resume, cover letter and unofficial transcripts (see job center listing for more details). This posting will be removed from the Online Job Center once the position has been filled. For more information regarding this position or application instructions, please contact the Human Resources Office at 229-430-6597. All positions require a pre-employment criminal background investigation, education, and employer/professional reference checks. Some positions may additionally require a motor vehicle record search, credit history check, fingerprinting, and/or drug screen. All male applicants between the ages of 18 and 26 years of age must present proof of Selective Service Registration. Copies of all transcripts should be submitted at the time of application. Official transcripts are required upon employment. Albany Technical College is an equal opportunity employer and does not discriminate on the basis of race, color, creed, national or ethnic

origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, or citizenship status (except those special circumstances permitted or mandated by law.

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| **Title IX Coordinator:**  Kathy Skates, Vice-President of Administration  1704 South Slappey Blvd.  Albany, GA 31701  229.430.3524 | **Equal Opportunity Officer:**  Lola K. Edwards-Director of Human Resources  1704 South Slappey Blvd.  Albany, GA 31701  229.430.1702 | **Section 504 Coordinator:**  Regina Watts, Special Needs Coordinator,  1704 South Slappey Blvd.  Albany, GA 31701  229.430.2854 |