Oak Grove School District

**JOB TITLE:** Bus Driver/Trainer

**DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES**

To transport students to and from school within a designated route(s) and to ensure the safety of the students while passengers in the school vehicle. To train/retrain District bus drivers in all safety and operational driving functions consistent with District policy and within the framework of Federal, State and local law. Employees in this classification perform duties of a State Certified School Bus Driver Instructor and exercise independent judgment to plan and implement training schedules based upon employee need and State directed requirements. This job class receives general supervision from the Transportation Director and within a broad framework of standard policies and procedures. This job class requires a high degree of technical skills, organizational skills and interpersonal communication skills.

**TYPICAL DUTIES**

Drives a school transportation vehicle within a prescribed route(s) in accordance with time schedules; picking up and discharging students at designated stops

Performs all other duties as described in the Bus Driver job description of 4/85

Trains unlicensed drivers or drivers with restrictions in all aspects of school bus operations

Plans and conducts regular training activities for licensed District drivers

Plans and implements course of instruction including classroom and behind the wheel training

Maintains required driver training records; T-01, T-02, T-03, etc.

Complies with Federal, State, and municipal laws and District policies related to bus operations

Evaluates driving ability for all school bus drivers; ensuring the proper licensing of all drivers

Evaluates finalist applicants for position of bus driver, as per level of proficiency, and trainability; reports findings to interview committee

Provides input to administration concerning driving performance

Provides accurate information to District drivers pertaining to new laws or changes in current laws, pertinent to school pupil transportation

Complies with contractual provisions relating to bus drivers

Maintains computerized record system and prepares reports to insure District adherence to California Highway Patrol and State Department of Education guidelines
Bus Driver Trainer (cont’d)

MINIMUM QUALIFICATIONS

Five years of school bus driving experience acquired while possessing a valid California School Bus Driver’s Certificate

Possession of a valid California Motor vehicle Operator’s License, Class B with no restrictions

Possession of a School Bus Driver’s Training Certificate (Instructor’s Certificate from California Highway Patrol)

Possession of safe driving record

Knowledge of the California State Motor Vehicle Code, the California State Education Code, and District policies relative to the operation of vehicles in transporting students

Skill to understand and follow directions in an independent manner

Skill to plan, schedule, organize, and coordinate the work of others

Skill to train and evaluate the driving ability of others according to established criteria

Skill to communicate effectively in both oral and written form

Skill to maintain records and prepare reports

Skill to evaluate the driving abilities and performance of others according to established criteria

Skill to establish and maintain effective work relationships with those contacted in the performance of required duties

Ability to meet the physical requirements necessary to safely and effectively perform the required duties

Ability to plan, schedule, organize, coordinate and conduct large group presentations

Ability to learn data entry and computerized recordkeeping

October, 1991