I. Position Title

Bus Driver/Bus Driver Trainer

II. Position Description

Under general supervision, performs regularly assigned duties for bus drivers; assists in planning for and conducting bus driver training and retraining programs including classroom and behind-the-wheel instructions; and does related work as may be required. This class combines the regular duties and responsibilities assigned to the bus driver class with those duties and responsibilities necessary for conducting and maintaining the District’s training and retraining programs required for bus drivers.

III. Examples of Duties/Responsibilities

Bus Driver

A. Drives a school bus over designated routes according to established time schedules
B. Picks up and discharges pupils at designated stops
C. Escorts pupils across streets when necessary
D. Supervises the conduct of pupils being transported, following District policy
E. Transports pupils and teachers on various special event trips
F. Keeps bus clean and reports mechanical defects
G. Keeps detailed records and may perform related duties in the transportation Department office
H. Refuels, checks oil, water and conducts daily check of tires, brakes, gauges, electrical systems, warning lights, buzzers, emergency fire extinguishers and flares, and emergency doors and exits
I. May make maps of routes and take practice runs
J. Exercise responsible leadership when in out-of-district school trips
K. Reports all accidents and completes required reports

Bus Trainer

A. Assists in planning, organizing, and conducting a variety of training activities for Transportation Department personnel as required by law and regulation
B. Classroom instruction, behind-the-wheel training and continuous review of driver’s skill and understanding of safety procedures are designed to provide the District with skillful and safety conscious bus drivers
C. Advises and assists drivers in obtaining and renewing licenses and permits
D. Provides instruction to fulfill licensing requirements
E. Regularly tests drivers to assess driving skills
F. Conducts practice road test for new driver applicants

(E) - Essential

IV. Minimum Qualifications

Knowledge of:
- Principles, practices and methods of school bus driver training and retraining
- School bus transportation procedures and safe bus driving practices
- Rules and regulations applicable to the operation of school buses and transporting pupils
Ability to:
• Drive a school bus and other automotive equipment safely and efficiently
• Learn and utilize new and current technologies
• Organize and effectively present safety and drill procedures to students at all grade levels
• Motivate others toward proper driving and safety standards
• Work irregular hours in the performance of duties and with a minimum of supervision
• Create clear and comprehensive reports and keep complex records
• Understand and carry out oral and written directions
• Use independent judgment
• Establish and maintain effective working relationships
• Work under pressure, meet deadlines and establish priorities
• Communicate effectively using correct pronunciation and grammar

License and Certificates
• Must possess valid Class II B California driver’s license with PS endorsements
• Possess a school bus driver’s certificate issued by the Department of Motor Vehicles through the California Highway Patrol.
• Must possess a valid California driver’s license, a valid California Special Driver, Certificate with no restrictions.
• A valid School Bus Driver Instructor Certificate issued by the State of California, Department of Education; OR, ability to obtain within twelve (12) months of appointment
• Valid First Aid and CPR Certificates, to be obtained within 30 days of employment
• A driving record insurable under District standards

Education and Experience
• Education: Graduate from High School or equivalent
• Graduate of California State Department of Education Driver Instructor Academy, or ability to obtain within twelve (12) months of appointment
• Experience: Five (5) years of experience as a bus driver in a school district.

Working Conditions
Environment
• Indoor/outdoor
• School bus
• Subject to driving in various road and weather conditions
• Noise
• Subject to frequent interruptions
• Office/school campus

Physical Abilities
• Twisting at the waist
• Grasping and gripping
• Hearing and speaking to exchange information
• Visual acuity to monitor students on bus
• Standing/Sitting for extended periods of time
• Reaching overhead, above shoulders and horizontally
• Bending, Squatting and stooping
• Climbing stairs
• Mobility
• Climbing on step stools or step ladders
• Medium work: lifting, carrying, pushing and/or pulling up to approximately 50 pounds
Hazards

• Exposure to driving a school bus during adverse weather and traffic conditions
• Abusive or uncooperative individuals
• Exposure to noise, fumes, vapors and dust from equipment operation

Revised: 2/99/am
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