

JOB TITLE: SCHOOL BUS DRIVER TRAINER**BASIC FUNCTION**

Under general supervision, to plan, coordinate and organize a classroom and behind the wheel bus driver training program; to review and evaluate bus drivers to ensure that a high standard of performance is maintained; to drive a bus on assigned routes; and to do other related work as required.

ESSENTIAL JOB FUNCTIONS

- Plans, develops and implements training programs for bus drivers to ensure that safe driving practices are in adherence to District and State transportation policies, rules and regulations.
- Counsels and assists new drivers concerning student behavior management and other pupil transportation related problems and situations.
- Assists in the selection and the performance evaluation of bus drivers.
- May drive a bus over a designated route in accordance with a specified time schedule.
- Rides with bus drivers and evaluates new bus stops or changes in routes, and reports observations of overhanging branches, view obstructions and road hazards to appropriate agencies.
- Recommends the assignment of drivers in order to maximize the utilization of equipment and personnel.
- Performs dispatching functions and activities that involve student pick-up assignments, route alterations and updating and revising student transportation records and files.
- Prepares or assists in the preparation of various management reports pertaining to student transportation that may include cost analyses and projections.
- Develops, compiles and maintains a variety of bus driver records, including license and certificate expirations, medical expirations and advance training hours required for the renewal of the bus driver certificate.
- Serves upon Accident Review Committee as assigned.
- Works with appropriate public and law enforcement agencies.
- Plans, develops and conducts school bus driver certificate renewal training programs.
- Conducts safe driving and safe working methods and procedures training programs.
- May conduct bus inspections with bus drivers and reports damage, vandalism, malfunctions and defects.
- May serve as substitute or relief driver as assigned.
- May collect funds for bus passes.

JOB REQUIREMENTS – QUALIFICATIONS:**• Skills, Knowledge and/or Abilities Required:**Skill to:

- Drive a school bus and other transportation equipment safely and efficiently;
- Operate school vans with lifts
- Operate a personal computer
- Maintain appropriate student behavior on a school bus or other transportation equipment;
- Perform appropriately in situations requiring tact and diplomacy;

Knowledge of:

- Principles, methods, techniques and strategies for the training of school bus drivers;
- Provisions of the California Motor Vehicle Code, Title 13, and the Education Code applicable to the operation of vehicles in the transportation of students and in the training of school bus drivers;
- Methods, procedures and techniques related to a large pupil transportation operation;
- Safe driving practices and methods.

Ability to:

- Plan, develop and implement bus driver training and safety programs;
- Assist in the planning and organization of effective and efficient bus routes and schedules;
- Maintain accurate records and be able to prepare complete and comprehensive reports;
- Establish and maintain positive and effective working relationships;
- Work courteously and tactfully with co-workers, public and parents;
- Promotes team building and a positive work environment;
- Adapt easily to work assignments, additional priorities and new procedures;
- Receive constructive criticism and modify work appropriately;
- Prioritize and identify needs and solve problems independently as appropriate;
- Suggest procedural improvements to superior as appropriate;
- Skillfully handle difficult situations using good judgement;
- Maintain high level of professionalism in keeping the needs of customers a top priority;
- Understand and carry out oral and written directions.

PHYSICAL DEMANDS

The physical requirements indicated below are examples of the physical aspects of this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification may occasionally exert 50 to 75 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.
- This type of work will involve sitting when operating a transportation vehicle, and will also involve walking or standing for extended periods.
- Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate motorized equipment, and handling and working with various materials and objects are important aspects of this job.
- Exposure to hot, cold, wet, humid, or windy conditions caused by weather may occasionally be experienced.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

EXPERIENCE AND EDUCATION:

Any combination of experience, education and training that would provide the required knowledge and skills may be qualifying. A typical way to obtain the required knowledge and skills would be:

Experience:

Three years of experience in the operation of a school bus, including one year involved with a school bus driver-training program.

Education:

Equivalent to the completion of the twelfth grade, supplemented by training or coursework pertaining to school bus driver training.

License and Certificate Requirements:

- Possession of a valid Class A or B, California Motor Vehicle Operator's License with passenger endorsement;
- Possession of an unrestricted School Bus Driver's Certificate issued by the California Highway Patrol, including passing a First Aid test or possession of a valid Red Cross card;
- Possession of a State Department of Education Driver Instructor Certificate without restrictions
- Participate in District's Random Drug Testing program.

Condition of Employment:

Insurability by the District's insurance carrier.