

## **BUS DRIVER TRAINER**

### **DEFINITION**

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 DUTIES**

- Plan, develop and implement training programs for bus drivers to ensure that safe driving practices are in adherence to District and State transportation policies, rules and regulations.
- Counsel and assist new drivers concerning student behavior management and other pupil transportation related problems and situations.
- Assist 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.
- Ride with bus drivers and evaluate new bus stops or changes in routes, and report observations of overhanging branches, view obstructions, and road hazards to appropriate agencies.
- Recommend the assignment of drivers to maximize the utilization of equipment and personnel.
- Perform dispatching functions and activities, that involve student pick-up assignments, route alterations and updating, and revising student transportation records and files.
- Prepare or assist in the preparation of various management reports pertaining to student transportation, that may include cost analyses and projections.
- Develop, compile and maintain 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.
- Plan, develop and conduct school bus driver certificate renewal training programs.
- Conduct safe driving and safe working methods and procedures training programs.
- Perform bus inspections with bus drivers and report damage, vandalism, malfunctions and defects.
- Investigate vehicle accidents, analyze the circumstances, and prepare a definitive management report.

### **QUALIFICATIONS**

#### 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 prepare complete and comprehensive reports;  
Communicate effectively in oral and written form;  
Understand and carry out oral and written directions;  
Establish and maintain cooperative working relationships.

**BUS DRIVER TRAINER - Page 2**

**PHYSICAL DEMANDS**

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

- Persons performing service in this position classification will exert 50 to 75 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.
- This type of work involves operating a student transportation vehicle, sitting during much of the assignment, but will involve walking or standing for brief periods.
- Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handle and work with various materials and objects are important aspects of this job.

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 and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill 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 and course work pertaining to school bus driver training.

**License and Certificate Requirements**

Possession of a valid Class II, California Motor Vehicle Operator's License;

Possession of a School Bus Driver's Certificate issued by the California Highway Patrol, including a First Aid Certificate;

Possession of a State Department of Education Driver Instructor Certificate.

**Condition of Employment**

Insurability by the District's liability insurance carrier.