

	<p>Delegate Behind the Wheel Trainer</p>	<p>Classified Position Initial Date: August 13, 1991 Board Approval: March 20, 2012 Revision Date: March 6, 2012 Personnel Commission: 4/25/2012 Range: 50 Reports to Supervisor of Transportation</p>
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DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:

Under direct supervision of a State Certified Driver Instructor, the Delegated Behind-the-Wheel Trainer may assist in behind the wheel training, and required in-service. Positions allocated to this classification typically spend a significant portion of time in the training of new and continuing Bus Drivers. This is a part time/as needed classification.

REPRESENTATIVE DUTIES:

- May assist in and provide behind the wheel training for initial issuance and for renewal certification of license, under supervision of a driver instructor
- May assist in in-service and safety training under supervision of an instructor
- May ride with school bus drivers on regular routes to observe their skills in safe student transportation under supervision of an instructor
- Assists training department with training new employees on various routes, accident retraining, proficiency training, public relations, evacuations, and auditing bus routes
- Keeps accurate and current records
- Perform related duties as assigned

OTHER DUTIES:

Drive a school bus to transport students safely and efficiently to various locations as needed; pick up and discharge students in accordance with established time lines; observe legal and defensive driving practices; maintain order and discipline among passengers on the bus. Attend job related in-service.

KNOWLEDGE AND ABILITIES:

- Knowledge of safe driving practices
- Knowledge of provisions of the California Vehicle Code, Administrative Code, and Education Code applicable to the operation of the vehicles in transporting students
- Plan, organize and conduct behind-the-wheel training and assist with in-service programs
- Understand and follow both oral and written instructions and the ability to communicate effectively
- Ability to operate a two-way radio
- Ability to meet the physical requirements necessary to perform assigned duties

EDUCATION AND EXPERIENCE:

- High school graduation or equivalent
- Three years of experience as a School Bus Driver

LICENSES AND OTHER REQUIREMENTS:

- Requires a valid California driver's license
- Requires a valid California School Bus Driver's Certificate
- Possession of a valid California Department of Education School Bus Driver Delegate Behind-the-Wheel Trainer Certificate
- May require pre-employment physical examination

WORKING CONDITIONS:

ENVIRONMENT:

- School bus and outdoor environment
- Exposure to fumes, dust, odors, oil/grease and gases
- Driving a vehicle to conduct work

PHYSICAL DEMANDS:

- Sitting for extended periods of time while operating buses
- Hearing and speaking to exchange information
- Reaching, pulling and pushing to open bus doors
- Bending at the waist, kneeling or crouching to inspect and wash buses
- Climbing ladders or steps
- Reaching overhead, above the shoulders or horizontally
- Seeing to monitor passengers and operate a vehicle
- Lifting and carrying moderately heavy objects as assigned by the position

HAZARDS:

- Traffic hazards
- Driving a vehicle during adverse weather conditions
- Fumes from chemical cleansers and bus operation
- Working on ladders
- Potential for exposure to bodily fluids

EMPLOYMENT STANDARDS:

Dexterity and physical condition to maintain a rigorous work schedule and meet standards of physical and mental health. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position. Individuals must maintain a professional attitude and appearance.