

OXNARD UNION HIGH SCHOOL DISTRICT

CLASS TITLE: BUS DRIVER INSTRUCTOR

DEFINITION:

Under the direction of the Transportation Supervisor, operates a school bus over a designated route to transport students; prepares and conducts classroom instruction and behind-the-wheel training to District bus drivers in accordance with State requirements.

STATEMENT OF TYPICAL DUTIES:

- a. Plans and organizes a bus driver training program in compliance with California State laws and District policies and procedures.
- b. Instructs prospective and new school bus driver personnel in the proper methods of operating and maintaining a school bus efficiently and safely.
- c. Conducts a program to review and upgrade performance of existing drivers; prepares performance evaluations based on field observations of safety practices and adherence to laws and regulations; conducts classroom instruction related to safety and first aid procedures.
- d. Reviews and makes recommendations for improvement of driving and safety techniques; provides retraining as necessary; maintains bus driver records.
- e. Arranges, attends, and conducts safety and staff meetings.
- f. Maintains familiarity with operation of different types of buses.
- g. Drives a school bus over designated routes in accordance with time schedules, picking up and discharging students, as necessary.
- h. Arranges written and driving tests required for driver certification.
- i. Performs other related tasks and assumes responsibilities as may be assigned by proper authority.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Goals and objectives of a school bus driver training program.
- Training techniques.
- Evaluation methods and techniques.
- Safe driving practices.

Provisions of the California State Motor Vehicle Code applicable to the operation of vehicles transporting students.

First aid practices.

Basic record keeping techniques.

Oral and written communications skills.

Interpersonal skills using tact, patience and courtesy.

District rules and regulations regarding student transportation.

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KNOWLEDGE AND ABILITIES - continued

Ability to:

Implement school bus driver training programs.

Train and evaluate school bus drivers.

Drive a school bus and other automotive equipment safely and efficiently.

Maintain records.

Establish and maintain effective working relationships with others.

Read, write, speak and understand English; follow oral and written directions.

Meet schedules and time lines.

Communicate effectively both orally and in writing.

Observe legal and defensive driving practices.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and five years experience as a school bus driver.

LICENSES AND OTHER REQUIREMENTS:

Possession of a valid appropriate California driver's license and a valid School Bus Driver Instructor's Certificate.

PHYSICAL CHARACTERISTICS:

Must be able to bend, stoop, reach horizontally and vertically; lift heavy objects; stand for prolonged periods; see to read; use hands and fingers to operate tools and equipment; speak clearly; and hear well enough to communicate effectively to perform all tasks.

WORKING CONDITIONS:

Driver's training and school bus environment; subject to driving or riding in adverse weather conditions, noise and emergency traffic situations; also subject to driving with inexperienced drivers during training.

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