

Position: Trainer/School Bus Driver/Mechanic

Department: Transportation

Reports To: Director of MOT

Pay Grade: 16

SUMMARY

The Trainer/Driver operates a school bus over designated routes for the purpose of transporting students to and from school and on field trips. They are also responsible for California certified instruction for all drivers. This position also performs advanced mechanical repairs on all District vehicles.

NATURE AND SCOPE

Work is performed under the general direction of the Director of MOT. This position requires the performance of manual and routine tasks that are governed by established or known procedures and regulations. This position requires independent judgment when applying specific instructions and established methods to well defined situations. The Trainer/Driver has immediate access to assistance from the Director or other qualified staff by means of either two-way radio communications or cellular telephone if required. The Trainer/Driver needs to exercise patience and leadership skills to maintain order and safety of students, both on the bus and at the bus stops as well as with outside vendors and the California Highway Patrol.

DISTINGUISHING CHARACTERISTICS

This classification is designed to recognize a Trainer/Driver as a self-starter with special skills and the ability to apply them to recurring work situations. These skills include, but are not limited to, licensing, driving, scheduling, routing and vehicle maintenance.

ESSENTIAL TYPES OF DUTIES (Examples)

- Working directly with the California Highway Patrol, the Trainer/Driver is responsible for all aspects of School Bus Driver certification. This includes, but is not limited to: classroom training and behind the wheel training for new applicants and existing drivers, maintaining all driver (terminal) records, attending local, and area instructor meetings, organizing and presenting required continuing education classes for existing drivers and giving driver training for non-school bus District personnel.
- Maintains records of all field trips and daily routes. Files accident reports with the CHP and coordinates with the Districts Insurance Carrier through the Districts Business office if needed. Completes and maintains accurate school bus maintenance records as required by Federal, State and District laws and policies.
- Drives special needs buses daily over designated routes in accordance with time schedules, picking up and discharging students. Drives a standard bus on field trips. Coordinates District field trips with school sites, logs trips and notifies sites of available trip times weekly. May perform first aid or emergency assistance.
- Escorts students across streets and roadways when necessary, stopping traffic if needed. Maintains appropriate behavior among students on school buses while the bus is parked or moving. Follows District policies regarding student behavior and when in contact with parents and the public.
- Inspects bus prior to operation daily for safety purposes. Cleans windshields and headlights. Cleans interior and exterior of buses as needed, including but not limited to, picking up debris, sweeping and mopping floors, wiping and cleaning upholstery. Services all fluid levels and fuels the bus.

- Performs population and traffic flow studies to be used in evaluating, optimizing routes and schedules. Conducts traffic studies to include counts and directional patterns. Conducts time and distance studies. Helps other drivers in a collaborative effort to develop routes and schedules at the beginning of each school year and to modify the routes and schedules as needed.
- Perform general and specialized maintenance on the vehicles (to include, but not limited to) tire changing, minor tune-up (plugs, filters, belts, brake pads, air brake systems, hoses, exterior/interior light bulbs, valve adjustments and accessories), axle bearings and seals, water pumps, fuel systems, electrical systems and the repair and servicing of wheel chair lifts. When maintenance or repairs require outside work, this position is responsible for overseeing the outside agency that is contracted to complete the task(s). Keeps accurate records of all regular and preventative maintenance on the vehicles, 45-day inspections and annual inspections. Works in conjunction with the California Highway Patrol on their annual inspections.
- Performs other duties as required to accomplish the objectives of the position.

QUALIFICATIONS

Knowledge and Skills: Requires a thorough knowledge and understanding of safe bus driving practices. Requires a thorough understanding of bus operation and safety sufficient to recognize problems and take appropriate action. Must have a thorough understanding of State laws, rules, regulations and Education Code sections pertaining to driver certification, school bus operations and pupil transportation. Must know and understand how to apply first aid practices. Requires good communication skills.

Abilities: Requires the ability to perform all of the duties of the position with minimal supervision. Must be able to drive a school bus safely and efficiently while keeping to well established schedules. Requires the ability to maintain order among students, both while driving and at bus stops. Must be able to recognize malfunctions in equipment and take appropriate action. Requires the ability to maintain the assigned vehicle in clean and safe operating condition. Must administer first aid to ill or injured students. Must be able to learn designated bus routes, including stops and traffic hazards. Must be able to perform routine, repetitive tasks on a continuous basis and to sit for prolonged periods of time. Requires the ability to maintain required records. Requires the ability to communicate with students, staff, parents and the public using patience and courtesy, and in a manner that reflects positively on the district. Must be able to teach/train drivers in accordance with the requirements set forth by the California Department of Education (CDE) and the Federal Department of Transportation (DOT). Must be computer and software proficient.

Physical Abilities: Requires arm-hand and leg-foot dexterity to drive a school bus. Requires visual activity including depth perception. Requires the ability to sit for extended periods of time. Requires hearing sufficiency to hear children and traffic and road distractions/conditions. Requires the ability to lift passenger ambulatory equipment such as wheel chairs and platforms. Requires the ability to lift 50 pounds.

Education and/or Experience: High School diploma or the equivalent. Ability to read and write sufficiently to perform all of the duties of the position including understanding applicable laws, regulations and codes required. Completion of California Department of Education (CDE) "School Bus Driver Instructor" course. Completion of Department of Transportation (DOT) Brake Inspector Training.

Licenses and Certificates: Requires (or ability to obtain) a California Department of Education (CDE) "School Bus Driver Instructor" certificate. Requires (or ability to obtain) a Federal Department of Transportation (DOT) "Brake Inspector Certificate". Requires valid Class B Commercial Driver's License with P&S Endorsements, medical examination card, valid California Special Driver Certificate, and First Aid Certificate.