



Job Description

POSITION CODE: 828
Classified Group: Teamsters
Salary Range: 30
Work Days: 260
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POSITION TITLE: School Bus Driver Instructor

DEFINITION: Under general supervision, plans, coordinates, organizes, and provides classroom, behind-the-wheel, and continuing education instruction to district School Bus Drivers, other district staff, and individuals in the bus driver training program according to established state and federal statutes and regulations; regularly monitors driver performance; may participate in accident investigations involving district vehicles for the purpose of determining training needs; may be assigned to drive a school bus on designated routes and/or as a relief driver.

DIRECTLY RESPONSIBLE TO: Director, Transportation Operations or Designee

SUPERVISION OVER: N/A

DUTIES AND RESPONSIBILITIES: (Any one position may not include all of the duties listed; the listed examples do not include all duties and responsibilities which may be found in positions within this classification.)

1. Provides effective and relevant instruction to district staff, as well as, to candidates for the district-sponsored bus driver training program explaining rules, laws, and regulations related to defensive driving, passenger loading/unloading, emergency and safety procedures, student/passenger behavior management, first-aid, field trips, vehicle components, positive public/community relations, and other related subjects.
2. Provides behind-the-wheel instruction and may accompany School Bus Drivers and/or trainee candidates on California Highway Patrol road tests.
3. Provides additional training and instruction for out-of-district activity trips such as mountain or city driving, as well as, for adverse weather and road conditions.
4. Routinely observes driver performance, which may include riding with drivers.
5. Provides feedback on driver performance.
6. Advises drivers of observation results and suggests changes for improvement.
7. Gives input to management as consideration for School Bus Driver evaluations.
8. Documents training hours and observations.
9. Monitors and advises staff of state and federal training as well as medical documentation required for a California Commercial Driver License (Class A or B) or a California Special Driver Certificate renewal.
10. Informs drivers of new procedures, policies, or requirements through continuing education classes, written memorandums, or other forms of communication.
11. May dispatch substitute and relief drivers.
12. Assists California Highway Patrol or district staff with safety inspections.
13. May drive a school bus and transport students to and from school, as well as, on field trips.
14. May pick up and drop off students at designated stops.
15. Modifies routes when students are added or dropped from route.
16. Maintains updated route documents and a variety of records.
17. Performs related work as required.

QUALIFICATIONS:

Education and Experience:

Minimum five years of experience driving a school bus and minimum five years of experience as a state certified School Bus Instructor.

Licenses and Certifications:

- Valid California Class A or Class B Commercial Driver's License with Passenger and School Bus endorsement and air-brake certification issued by the California Department of Motor Vehicles within 30 days of hire or before driving equipment/vehicle requiring this license
- Valid California School Bus Driver Special Certificate
- Valid California School Bus Driver Instructor Certificate
- Any and all licenses/certifications may not include any restriction other than, 'Automatic Transmission Only'
- Valid medical certificate approved by the California Department of Motor Vehicles
- Valid First-Aid Certification as required by California Highway Patrol and California Department of Motor Vehicles
- Possession of, or willingness and ability to obtain, Red Cross First-Aid/Cardiopulmonary Resuscitation (CPR) Instruction Certification within 30 days of employment

Knowledge, Skills, and Abilities:

- Knowledge of applicable provisions of California Motor Vehicle Code, Education Code, and other statutes applicable to the operation of vehicles in transportation of students
- Knowledge of safe driving principles and defensive driving practices
- Knowledge of proper lifting techniques in accordance with established guidelines
- Knowledge of the principles and techniques of conducting effective and appropriate classroom, behind-the-wheel, and continuing education training
- Knowledge and skill in use of computers and assorted software programs
- Knowledge of first-aid techniques and procedures
- Knowledge of interpersonal skills using tact, patience, and courtesy
- Ability to communicate effectively both verbally and in writing with administrators and staff
- Ability to work independently, with minimum direction, and make decisions within the framework of established guidelines
- Ability to perform basic mathematical computations
- Ability to maintain accurate and timely records
- Ability to maintain order and discipline while transporting students
- Ability to remain calm in stressful situations
- Ability to understand and follow verbal and written instructions
- Ability to work effectively with all levels of district staff, students, parents, and the community
- Ability to maintain consistent, punctual and regular attendance

WORKING CONDITIONS:

Work Environment:

- School bus, indoor, and outdoor work environment
- Moderate to loud noise

- Continuous contact with staff and students with frequent interruptions and significant distractions
- Contact with dissatisfied and/or uncooperative individuals
- Drive a vehicle to conduct work

Typical Physical Characteristics: (with or without use of aids; consideration will be given to reasonable accommodation).

- Move about schools, facilities, and school bus to conduct work including standing, balancing, bending, reaching with arms and hands, stretching, stooping, kneeling, crouching, and remaining in a stationary position for long periods of time
- Communicate to exchange information in person, with small groups, and/or on the telephone or 2-way radio
- Lift and/or move the combined weight of students and adaptive equipment
- Operate equipment requiring repetitive hand movement and fine coordination
- Load, secure, and unload students with mobility limitations on/off the school bus, including students who use wheelchairs, and potentially during emergency situations
- Good physical condition as determined by pre- and post-employment inquiries and health reports
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and depth perception
- Inspect documents and other written materials with fine print

Hazards:

- Exposure to fumes, airborne particles, grease, oil or other motor vehicle fluids
- Traffic hazards
- Work in high, precarious places
- Exposure to and contact with blood and other body fluids

Other Characteristics:

- Willingness to participate in on-going in-service training required for providing instruction to School Bus Drivers, including Special Driver Certificate, School Bus Driver Instructor Certificate, and First Aid/CPR instructor certification
- Ability to work split-shift and/or flex schedules
- Ability to work additional hours on occasion

This job description is not a complete statement of essential functions and responsibilities. The district retains the discretion to add or change typical duties of a position at any time.

Board Approved: 9/25/1983
Revised: 3/17/1995
Revised: 12/13/2016
Revised: 5/29/2019