



Job Description

POSITION CODE: 834
Classified Group: Teamsters
Salary Range: 27
Work Calendar: 37/39
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POSITION TITLE: Delegated Behind-the-Wheel Trainer

DEFINITION: Under general supervision, assists with planning and providing 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; assists with the monitoring of driver performance during any provided trainings; may participate in accident investigations involving district vehicles for the purpose of determining training needs.

*Qualified district bus drivers may be assigned to this position for up to two years and shall be selected on a rotating basis, at the discretion of management.

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. Maintains assigned school bus route to transport students to and from school, as well as, transporting passengers on field trips and performs all other associated job duties.
2. Provides behind-the-wheel instruction and may accompany School Bus Drivers and/or trainee candidates on California Highway Patrol road tests, as assigned.
3. Assists with maintaining accurate and updated driver records to support School Bus Driver Instructors, as needed.
4. Provides effective and relevant instruction to district staff, as well as to candidates for the district-sponsored bus driver training program.
5. Explains and clarifies 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.
6. Serves as a resource for bus drivers by providing technical expertise and guidance in areas related to routing, bus operations, department policies and procedures, etc.
7. 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.
8. May assist with observing driver performance, which may include riding with drivers, as assigned.
9. Provides feedback on driver performance applicable to provided trainings to assist supervisors.
10. Provides input to management relevant to departmental observations regarding trainings provided.
11. Documents training hours and observations of performance for assigned driver candidates.
12. Maintains updated route documents and a variety of records.
13. Performs related work as required.

QUALIFICATIONS:

Education and Experience:

Must possess certification issued by the CA Department of Education (CDE) validating successful completion of the CDE School Bus Delegated Trainer requirements; minimum three years of experience driving a school bus; and currently employed with the district assigned to drive a school bus on designated routes and/or as a relief driver.

Licenses and Certifications:

- Valid California Class B Commercial Driver's License with Passenger and School Bus endorsement and air-brake certification
- Possession of a valid California School Bus Driver Delegated Behind-the-Wheel Trainer 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

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 the principles and techniques of conducting effective and appropriate behind-the-wheel and continuing education training
- Knowledge of proper lifting techniques in accordance with established guidelines
- 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, staff, students, and parents
- 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 departmental and district staff
- 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: 12/14/2021