

OROVILLE UNION HIGH SCHOOL DISTRICT

Job Description

JOB TITLE: BUS DRIVER TRAINER

SALARY LEVEL:	20	DIVISION:	Classified
DEPARTMENT:	Transportation	LOCATION:	Garage
REPORTS TO	Transportation Supervisor		
APPROVED BY:	Board of Trustees	DATE:	5/7/97; Resolution No. 242-97

SUMMARY: Under the general supervision of the Transportation Supervisor, this classification provides for the on-going training for the licensed bus drivers of the district.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other related duties may be assigned.*

- Coordinate and evaluate the district's behind-the-wheel bus driver training program.
- Conduct driving performance evaluations on drivers and delegated behind-the-wheel trainers and drivers and maintain performance records.
- Consult with area California Highway Patrol (CHP) school pupil safety officer/coordinators regarding driver applicant testing results and bus driver accident evaluations.
- Post accident investigations of all school bus accidents.
- Train and evaluate applicants requesting driver certification for the district.
- Train and evaluate applicants requesting approval as a delegated behind-the wheel trainer.
- Maintain required records and written reports.
- Participate with local instructor groups to exchange information related to passenger transportation safety and training.
- Must maintain a "NO Instruction Limitations" or "NO Equipment Limitations".
- Department of Education (DOE) School Bus Driver Instructor's Certificate
- Maintain updated driver training manuals and material related to passenger transportation.
- Ability to provide quality classroom instruction to keep driving personnel updated.

QUALIFICATION REQUIREMENTS: Possession of a Commercial Driver's License, Class A or B with appropriate endorsements valid for driving vehicles for which the instructor rating is sought, and a current Medical Examiner's Certificate. Two (2) years of driving experience as a bus driver in the type of operation the instructor will be employed, and three (3) years of experience operating vehicles requiring a Class A or B commercial driver's license. Possession of a high school diploma or General Education Development (GED) equivalent. A driving record with no chargeable accidents in any vehicle within three (3) years preceding the application date for an instructor certificate.

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EDUCATIONS AND/OR EXPERIENCE: High school diploma or general education degree (GED); three (3) years of related experience and/or training in general office work; or equivalent combination of education and experience. Knowledge of radio communications is required.

LANGUAGE SKILLS: Ability to read and interpret documents such as safety rules, operating laws pertaining to school bus driving, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of students and individually before parents and other staff members.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio and percent, and to interpret bar graphs.

REASONING ABILITY: Ability to deal with problems involving a few known variables in routine situations. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS:

California Commercial Driver's Class B License with special School Bus Certificate (which requires a current Medical Certificate).

California Department of Motor Vehicles printout of the employee's driving record required.

OTHER SKILL AND ABILITIES: Ability to work on a variety of tasks simultaneously with frequent interruption. Ability to interact with staff and others in an open, friendly, business-like manner. Ability to utilize a computer for a wide variety of applications. Ability to follow regulations pertaining to the safe operation of buses and school equipment.

PHYSICAL DEMANDS: The physical demands here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to manipulate or feel objects, tools, or controls and reach with hands and arms. The employee frequently is required to sit, stand, walk, stoop, kneel, and crouch. The employee frequently listens, hears, and talks.

The Employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and peripheral vision.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate to heavy and it may regularly be loud. Due to the busy nature of a school bus garage, the employee must be able to routinely work well under pressure and remain calm and tactful with students, parents, community members, and staff member.

