

**PLEASANTON UNIFIED SCHOOL DISTRICT**  
**Job Description**

<b>Title:</b>	Bus Driver/Safety Instructor	<b>Reports to:</b>	Program Administrator/Supervisor
<b>Department:</b>	Maintenance/ Operations/ Facilities/ Transportation	<b>Classification Unit:</b>	Classified
<b>Board Approval:</b>	03/14/2024	<b>Current Salary Grade:</b>	28
<b>Job Description Revised:</b>	03/14/2024	<b>FLSA Status:</b>	Non-Exempt

**JOB SUMMARY:**

Under the general supervision of an assigned Program Administrator/Supervisor, develop, coordinate, and conduct training programs designed to enhance driving skills and promote safe driving habits for school bus drivers. To assist in cultivating a safe working environment.

**ESSENTIAL FUNCTIONS:**

- Coordinate and conduct classroom and behind-the-wheel bus driver training programs to present, develop and train bus driver skills as mandated by the state department of education.
- Utilize and maintain routing software and update records and routes as needed, in coordination with the transportation admin.
- Collect and report the performance of delegated behind-the-wheel trainers, bus drivers, transportation vehicle drivers and driver applicants to ensure that basic driving skills levels are met in compliance with state certification requirements.
- Maintain required documentation for audit purposes to remain in compliance with state certification and district/state/federal requirements.
- Provide information to bus drivers, transportation vehicle drivers, driver applicants and the District (regarding rules, regulations, laws, & procedures).
- In coordination with the drivers and the Mechanic, inspects school buses to determine that there are no mechanical faults in order to meet safety regulations.
- Respond to transportation related accidents in consultation with the area California Highway Patrol (CHP) officer to evaluate and improve driver safety through training.
- Monitors student behaviors and other passengers during transit to ensure the safe transportation of all passengers and following regulations.
- Provides assistance to bus drivers in the field whenever problems occur.
- Oversee bus driver licensing, training, certifications and other requirements and certificate status of bus drivers to ensure compliance with regulatory requirements.
- Participate in meetings, in-service training, workshops, etc. to convey and/or gather information required to perform job functions.
- Performs functions of a school bus driver and assists designated dispatcher as needed to meet the District's transportation service needs.
- Prepare and maintain a variety of manual, electronic documents and reports to inform and/or train the bus drivers, other District personnel and outside agencies as required by established policies and/or regulatory guidelines.
- Respond to emergencies and inquiries from a variety of sources regarding bus and student transportation issues and incidents to take appropriate actions to resolve immediate safety and/or security concerns.
- Schedule post-accident training and testing of and/or by non-District personnel to ensure

compliance with District policies and established regulatory requirements.

**OTHER JOB-RELATED DUTIES:**

- Perform related duties within the scope of the job classification as assigned.

**REQUIRED QUALIFICATIONS:**

Knowledge of:

- Provisions of California Vehicle Code and the Education Code applicable to the operation of vehicles in the transportation of school students
- Planning, teaching, and presentation methodologies
- Health and safety regulations.
- Routing for student transportation.
- Basic first aid practices.

Ability to:

- Teach, train, and deliver presentations
- Understand and deliver the District, State, and Federal regulations on school transportations
- Drive Type A1 and/or Type A2 school buses.
- Learn the proper operation of mechanical lift, wheelchairs, seat belts, safety vests and wheelchair clamping devices.
- Lead with strong interpersonal skills.
- Organize and conduct group presentations.
- Multi-task and manage time sensitive priorities.
- Provide direction, coach and mentor to employees while creating an environment that encourages and values input and feedback.
- Respond to unanticipated events to ensure excellence in customer service.
- Investigate claims and incidents related to student conduct and accidents.
- Use computers including word processing and spreadsheet software.
- Load, unload and secure students with special needs.
- Learn problems and concerns of students with special needs.
- Understand and relate to children with special needs.
- Communicate effectively both orally and in writing in English.
- Maintain accurate records.

**EDUCATION AND EXPERIENCE:** Any combination of education and experience that provides the required knowledge, skills and abilities.

Education: High school diploma or equivalent.

Experience: 3-5 years of teaching/training experience as a school bus trainer.

**Required licenses, certificates, continuing education, training, and other requirements:**

- Valid Class B California driver's license with passenger endorsement and air brake.
- Department of Transportation Medical Clearance.
- California Special Driver's Certificate—School Bus.
- [CDE Bus Driver Instructor Certification from DMV](#) (within probationary period).

**DESIRABLE QUALIFICATIONS:**

- Experience working with children with special needs.

## **WORKING CONDITIONS:**

### **Environment:**

- Orthopedic transportation vehicle and outdoor environment.
- Considerable distraction from bus activities.
- Seasonal heat and cold and adverse weather conditions.
- Driving a school bus as needed. Dispatching radios as needed.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Sitting for extended periods of time while preparing training materials or operating buses.
- Standing for extended periods of time while teaching, training, or inspecting
- Bending at the waist, kneeling, or crouching.
- Lifting, carrying, pushing or pulling moderately heavy objects.
- Finger dexterity.

### **Hazards:**

- Traffic hazards.
- Exposure to fumes, dust, odors, oil/grease, and gasses.

## **OTHER:**

### **Required Testing:**

- N/A

### **Clearances:**

- Criminal Justice Fingerprint/Background Clearance.
- TB Clearance.
- State Mandated Training
- Valid Adult/Child/Infant CPR/First Aid certificate

*Pleasanton Unified School District is an Equal Opportunity Employer. The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.). Reasonable accommodations are made under A.D.A. as required by law.*