



SAN MATEO UNION HIGH SCHOOL DISTRICT

CLASSIFIED JOB DESCRIPTION

JOB TITLE: SCHOOL BUS DRIVER INSTRUCTOR/TRANSPORTATION COORDINATOR
REPORTS TO: Executive Transportation Officer **SITE:** District Office
CLASSIFICATION: Classified Bargaining Unit **WORK YEAR:** 12 Month
SALARY: Range 149 - Classified Salary Schedule
APPROVED BY THE BOARD OF TRUSTEES: January 28, 2016

JOB SUMMARY:

Under general supervision, plan, schedule and implement a program of training and retraining of licensed bus drivers or other district employees; assists in evaluating transportation procedures; review and monitor the skills and safe driving practices of district employees; perform related duties as assigned.

CLASS CHARACTERISTICS:

Positions in this classification spend a majority of work time training new and continuing Bus Drivers. Incumbents have a significant amount of behind the wheel experience and possess a thorough knowledge of all state required safety practices including first aid emergency procedures. Bus Driver Instructors establish and maintain a close liaison with officials from the California Highway Patrol and the Department of Motor Vehicles to ensure compliance with safety, rules and regulations.

ESSENTIAL FUNCTIONS:

1. Instruct prospective school bus drivers in the proper method of operating and maintaining a school bus in an efficient and safe manner; teach regular classes on bus driving rules and regulations, proper bus checkout, defensive driving, student management, vehicle components, first aid, standard and safety practices.
2. Maintain accurate records of driver training required by the DMV, CHP and the Department of Education.
3. Monitor the skills and safe driving practices of school bus operators on a regular basis by riding with drivers on regular routes.
4. Develop in service training programs for school bus safety and accident prevention.
5. Oversee inspection of school buses, report and follow up on required repairs.
6. Prepare and maintain records related to student transportation including mileage, routings, maintenance and time schedules as required by DMV, CHP and the Department of Education.
7. Drive a school bus or other District vehicles over designated routes as required and performs regular duties of a school bus driver (see School Bus Driver job description).
8. Plan, organize and coordinate the work of school bus drivers, and other responsible for the safe transportation of students.
9. Interview and recommend selection of job applicants, appraise employee performance, and conduct informal counseling on work issues.
10. Evaluate regulations and develop procedures, standards and programs to ensure safety and compliance of transportation inspection.
11. Obtain quotes for body work and other major repairs; compile information concerning grant money and other funding resources for the purchase of District vehicles, parts and equipment.
12. Conduct safe or defensive driving classes as needed for other District employees.
13. Investigate accidents involving all District vehicles. Complete required paperwork and coordinate reporting with CHP or local law enforcement agencies.
14. Coordinate and implement annual school bus evacuations, school bus safety and transportation safety plans as required by law.
15. Operate a two-way radio as needed.
16. Coordinate and schedule District vans.

17. Train drivers on VeriTime reporting; maintain VeriTime reports.
18. Attend scheduled safety meetings and safety programs.
19. Register District vehicles with DMV.
20. Perform other transportation related duties as assigned.

EMPLOYMENT STANDARDS:

- Incumbent must be able to perform essential functions above with or without reasonable accommodation.
- Incumbent must maintain a positive, helpful, constructive attitude and working relationship with the department supervisor and departmental employees, other District employees, the Board of Education, students, parents and the general public.

EDUCATION/TRAINING EXPERIENCE:

- High school diploma or equivalent.
- Five (5) years of experience as a School Bus Driver.

KNOWLEDGE OF:

- Organization and general requirements of a transportation office including bus scheduling, and routing.
- Provisions of the California Motor Vehicle Code, Education Code, and California Highway Patrol's School Bus Driver's Handbook applicable to the operation of School Bus and the transportation of children.
- First aid practices and procedures and appropriate steps to take in the event of an emergency.
- Basic maintenance requirements of a school bus.
- Effective teaching techniques.
- Department policies and procedures.
- General office methods, practices and procedures.

ABILITY TO:

- Train, instruct, appraise and counsel employees.
- Maintain records and prepare reports.
- Evaluate and develop procedures, standards, and methods for student transportation operations.
- Assemble and prepare material for training presentations.
- Present training seminars in front of groups of people.
- Demonstrate techniques required for operating a school bus.
- Read road and street maps.
- Exercise good judgment, flexibility, and sensitivity to changing situations and emergencies.
- Understand and carry out oral and written directions.
- Recognize malfunctions in buses and vehicles and take corrective action.
- Maintain order among students.
- Administer first aid to ill or injured students.
- Meet schedules and time lines.
- Observe health and safety regulations.
- Meet District standard of professional attitude as outline in Board Policies 4119.21, 4219.21, & 4319.21, Professional Standards for Classified Employees.

WORKING CONDITIONS:

ENVIRONMENT:

- Indoor and outdoor environment.
- Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

- Ability to read bus gauges and road signs.
- Ability to monitor traffic conditions, bus malfunctions, and other hazards (e.g. grade level train crossing and sirens), and to hear conversation and a voice through a two-way radio.
- Ability to speak in and to maintain order on buses.

- Ability to work in environment with exposure to jolting, noise and vibration.
- Ability to walk and climb to board bus.
- Ability to sit for extended period of time.
- Ability to lift and carry up to 50 lbs.

LICENSE/OTHER REQUIREMENTS:

- Valid California School Bus Driver’s Certificate, and Medical Examiner’s Certificate, and Class B driver’s license with passenger and school bus endorsement.
- Valid American Red Cross First Aid Certificate.
- Must possess a School Bus Driver Instructor certificate issued by the State of California Department of Education.
- Must pass a drug screening and physical exam.
- Must successfully pass the District’s pre-employment Department of Justice Live Scan fingerprinting.
- Must successfully pass the District’s pre-employment tuberculosis testing.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of the position and are not intended to reflect all duties performed within the job. Incumbents may be required to perform other job-related tasks other than those specifically presented in the description.

SMUHSD is an equal opportunity employer in compliance with the Americans with Disabilities Act and all other applicable Federal, State, and Local regulations.

SMUHSD Equity Vision

Vision: All students will learn in a safe, inclusive and equitable environment that validates, respects and honors their unique backgrounds, interests and identities.

Mission: We will continually identify, disrupt and eliminate institutional biases and barriers to ensure that all students have the skills and knowledge to thrive physically, emotionally, and academically.

Equal Opportunity Employer Statement

San Mateo Union High School District is an equal-opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws. This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. SMUHSD makes hiring decisions based solely on qualifications, merit, and business needs at the time. For more information, read through our [Nondiscrimination in Employment](#) policy.

[Equity Flyer](#)

[BP0415.1 Racial Equity](#)

[AR0415.1 Racial Equity](#)

DISASTER SERVICE WORKERS:

All San Mateo Union High School District employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the District requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.