

## WESTMINSTER SCHOOL DISTRICT CLASSIFICATION STATEMENT

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**TITLE: BUS DRIVER INSTRUCTOR / DISPATCHER**

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**BASIC FUNCTION:**

Under the direction of the Transportation Supervisor operate a school bus and transport students on assigned routes in a safe and efficient manner; prepare bus routes; instruct individuals and groups in the theory and application of school bus driving skills; organize and conduct driver classroom training, including school bus safety and evacuation programs.

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**ESSENTIAL DUTIES:**

Secures training and keeps abreast of new and current laws governing the operation of school buses and student transportation; relays such information to the District's school bus drivers and provides them with in-service training in order that they are able to transport students safely and in accordance with state law; provides driver training, including bus evacuation programs, in accordance with California Highway Patrol requirements.

Plans, organizes, and conducts classroom and behind-the-wheel training for drivers on updated state laws, motor vehicle codes, the District's policies and procedures, proper driving practices, special education needs, and safety.

Conducts ride-a-longs and observes individual's driving habits and reactions under various driving conditions to ensure conformance with vehicle operational standards and state vehicle codes.

Prepares and maintains records and reports regarding mileage, student counts, driving times, and fuel consumption; compiles weekly and monthly bus driver reports for accounting and reimbursement purposes; maintains required records of all bus drivers regarding driving hours, training, medical exams, and license renewal.

Prepares bus routes, the revision of bus routes, bus driver scheduling, and other related matters; supervises school bus drivers and student transportation assistants in the absence of the Transportation Supervisor.

Conducts daily pre-operative safety inspections on an assigned school bus or buses; inspecting the interior, exterior, braking and electrical systems, engine, and tires. Notifies the Transportation Supervisor or on-duty mechanic of any safety or mechanical problems.

Maintains assigned buses in a clean and safe operating condition; sweeping, washing, and cleaning the vehicle, as well as refueling, servicing, and preparing the vehicle for use in transporting students.

Administers first-aid to ill or injured bus passengers, as necessary and appropriate.

Drives a school bus along a designated route, picking up and discharging students in accordance with prescribed time schedules.

Observes legal and defensive driving practices; assuring compliance with applicable traffic and student transportation laws, codes, and regulations.

Directs and assists with the loading and unloading of students, infants, and wheelchairs; providing for the safety of those transported, utilizing wheelchair lift, tie-downs, seat belts, quick-release harnesses, resuscitators, infant seats, and specially-designed infant wheelchair seats.

Instructs the children in the various aspects of passenger safety.

## **CLASSIFICATION STATEMENT – BUS DRIVER INSTRUCTOR / DISPATCHER**

Page 2

Maintains order and discipline among passengers on the bus and while waiting at student pick-up and delivery locations; according to established policies and procedures.

Transports students, faculty, and parent volunteers on field trips; meeting scheduled departure and arrival times.

Provides assistance to students and infants with special physical and/or emotional problems; being empathetic to their needs and maintaining confidentiality of information regarding their individual physical, mental, and psychological needs.

Secures training and keeps abreast of new and current laws governing the operation of school buses and student transportation; relays such information to the District's school bus drivers and provides them with in-service training in order that they are able to transport students safely and in accordance with state law; provides driver training, including bus evacuation programs, in accordance with California Highway Patrol requirements.

Plans, organizes, and conducts classroom and behind-the-wheel training for drivers on updated state laws, motor vehicle codes, the District's policies and procedures, proper driving practices, special education needs, and safety.

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### **OTHER REPRESENTATIVE DUTIES:**

Plans, organizes, and conducts classroom instruction for pupils who ride District buses regarding safety and bus evacuation procedures; schedules and conducts actual bus drills for bus drivers and students; maintains related files and records.

Performs other related duties, as required or assigned.

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### **ORGANIZATIONAL RELATIONSHIPS:**

Supervision: (1) Reports to, receives direction from, and is evaluated by the Transportation Supervisor. (2) Supervises School Bus Drivers and Student Transportation Assistants in the absence of the Transportation Supervisor.

Internal Contacts: Director, Maintenance, Operations, and Transportation; Transportation Supervisor; Mechanic and Lead Mechanic; School Bus Drivers and Student Transportation Assistants; school principals and other school site personnel; accounting department and other district office personnel and students.

External Contacts: California Highway Patrol personnel; appropriate staff members of the Orange County Department of Education; representatives of other school district transportation systems; and parents of bus-riding students.

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### **QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

## **CLASSIFICATION STATEMENT – BUS DRIVER INSTRUCTOR / DISPATCHER**

Page 3

### ***KNOWLEDGE OF:***

Safe and defensive driving practices

Proper operation of school buses of all sizes.

Applicable traffic and student transportation laws, codes, and regulations.

Operations and functions of school transportation services.

Proper procedures for establishing bus routes and time schedules in transporting school children in a safe, efficient manner.

Appropriate transportation record-keeping procedures and techniques.

Principles and practices for providing training and instruction in the proper operation of school buses, including appropriate laws, safety precautions, and procedures.

District policies and procedures relative to student discipline.

Basic First-aid procedures.

Interpersonal skills; using tact, patience, and courtesy.

### ***ABILITY TO:***

Plan, organize, and coordinate a safe and efficiently run student transportation system.

Plan and coordinate bus routes and schedules.

Train and instruct others in the safe and proper operation of a school bus or buses.

Maintain appropriate records and prepare reports.

Communicate effectively, both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Operate a two-way radio system, as well as other office equipment, such as: a typewriter, calculator, and copy machine; be able to operate or learn to operate a personal computer.

Drive school buses in various sizes safely and efficiently; observing all traffic laws, as well as safe and defensive driving practices.

Meet scheduled timelines.

Read and interpret street and highway maps.

Administer first aid to ill or injured students.

## **CLASSIFICATION STATEMENT – BUS DRIVER INSTRUCTOR / DISPATCHER**

Page 4

Maintain a school bus in a clean and proper working condition.

Perform routine preventative maintenance.

### **LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, parents, and the general public.

### **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 draw and interpret bar graphs.

### **REASONING ABILITY**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

### **EDUCATION AND EXPERIENCE:**

Any combination equivalent to: sufficient training and experience to demonstrate the knowledge and abilities listed above, such as a high school diploma or general education degree (GED) and possession and maintenance of a California State Department of Education School Bus Driver Instructor Certificate and six (6) months of experience.

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### **LICENSES AND OTHER REQUIREMENTS:**

The possession and maintenance of a valid California Motor Vehicle License of the Class B type including air brakes and passenger certificate, and a valid California School Bus Driver's Certificate; as well as a safe driving record.

Obtain possession and the maintenance of a State Certified Instructors Certificate issued by the California Department of Education within one year of employment.

Possession of a current Red Cross First-Aid Certificate or evidence of having passed the California Highway Patrol First-Aid examination.

Possession and maintenance of a Delegated Behind the Wheel trainer certificate issued by the California Department of Education.

This position is subject to random drug tests.

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### **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.

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## CLASSIFICATION STATEMENT – BUS DRIVER INSTRUCTOR / DISPATCHER

Page 5

While performing the duties of this job, the employee is regularly required to stand and walk; use hands to finger, handle or feel; reach with hands and arms; and talk or hear. The employee frequently is required to walk, stoop, kneel, crouch, or crawl. The employee is occasionally required to sit and climb or balance. The employee must regularly lift and/or move objects weighing up to 25 pounds, and occasionally lift and/or move objects weighing more than 50 pounds with assistance. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

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### WORK ENVIRONMENT:

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts, fumes or airborne particles, outside weather conditions, and vibration. The employee is occasionally exposed to extreme heat. The noise level in the work environment is usually loud.

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<b>PREPARED BY:</b>	<u>Classified Personnel Department</u>	<b>DATE:</b> 6/98
<b>APPROVED BY:</b>	<u>Board of Trustees</u>	<b>DATE:</b> 6/20/85
<b>APPROVED BY:</b>	<u>Personnel Commission</u>	<b>DATE:</b> 7/98
<b>REVISED BY:</b>	<u>Personnel Commission</u>	<b>DATE:</b> 7/98
<b>REVISED BY:</b>	<u>Personnel Commission</u>	<b>DATE:</b> 10/18/05
<b>REVISED BY:</b>	<u>Personnel Commission</u>	<b>DATE:</b> 2/27/2024