

BUS DRIVER INSTRUCTOR

DEFINITION:

Under general supervision and direction of the Transportation Director, and the Training Supervisor is responsible for both behind the wheel and classroom training programs; assist in the investigation of accidents and/or personnel involving district vehicles; prepare records and reports on training activities including original trainee records and ongoing records for all school bus drivers pursuant to requirements mandated by law; operate a school bus as required.

QUALIFICATIONS:

Education and Experience: Completion of twelfth grade or equivalent; Completion of California Department of Education (CDE) School Bus Driver Instructor Course Certification within twelve (12) months of hire.

Certification: Valid California Class A or B operator's license employee entrance medical evaluation: Current California State Certified Bus Driver Instructor Certificate with nothing more than automatic transmission restriction

The Bus Driver Instructor must be certified by the California Department of Education (CDE) and California Highway Patrol to provide classroom and behind the wheel training. This position differs from that of the Bus Driver in that it is a senior level position and evaluates the work performance of prospective and current bus driver personnel. The Bus Driver instructor will conduct training programs for new and veteran drivers and will develop training materials that comply with all vehicle codes and regulations and bus safety techniques.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Research and develop new instructional materials to teach in addition to teaching the required Department of Education course.
- Plan and conduct the district's classroom and behind-the-wheel driver training program in accordance with the California Department of Education School Bus Driver guidelines for both the classroom and behind the wheel course.
- Maintain mandated driver training records and files; coordinate all training, testing, and license requirements with the California Highway Patrol and Department of Motor Vehicles
- Consult with the local CHP school bus officer or coordinator regarding driver applicant's testing results and evaluation of bus driver accident records.
- Interpret statutes, guidelines, and regulations; maintain current knowledge to ensure that safe driving practices are in compliance with laws, regulations, codes, and district policies related to student transportation.
- Communicate questions, concerns, and information between administrators, state agencies, dispatch, and school bus drivers.
- Supervise driver trainees during all phases of the training program; provide daily assistance, and counsel assigned school bus drivers on mandatory inspection and operation procedures.
- Conduct driving performance evaluations on drivers and delegated behind-the-wheel trainers and maintain driving performance records. Provide assistance to new applicants in obtaining a commercial license, school bus certificate, first aid card, medical certificate, and background investigation; coordinate interviews with the California Highway Patrol.
- Screen new driver applications, schedule interviews, conduct a drive test, and make recommendations of applicant's competence.
- Assist with Investigations of all vehicle and pedestrian accidents involving district vehicles.
- Maintain required records and reports to comply with CHP and CDE requirements for inspection.
- Participate with local instructor groups to exchange information related to passenger transportation safety and training.
- Maintain updated driver training manuals and materials related to passenger transportation.
- May perform the duties of a School Bus Driver as needed.
- Performs other duties as assigned to support the overall objective of the position.

KNOWLEDGE:

- Principles and methods of school bus driver practices and operations.
- Procedures, methods, and techniques of dispatching school buses.
- Health and safety rules and regulations.
- Safe driving practices, procedures, and techniques.
- Clerical and record keeping procedures.
- Emergency bus evacuation procedures.
- First Aid Practices.
- Principles, concepts, and techniques of driving, inspecting, and managing passengers on vehicles of the appropriate type and size.
- Provisions of California Motor *Vehicle Code*; California *Education Code*; Health and Safety Codes, *California Code of Regulations*, Title 5 and Title 13 sections related to transportation and California Highway Patrol Regulations applicable to the operation of school buses and driver training requirements for pupil transportation.

ABILITIES AND SKILLS:

- Perform the essential function of the position.
- Maintain records and prepare complete and concise reports.

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- Comply with all vehicle codes and regulations.
- Learn designated bus route, including stop and traffic hazards.
- Train and evaluate the work of school bus drivers. Provide quality behind-the-wheel training in vehicles of the appropriate type and size.
- Demonstrate proper instructional methods and provide quality classroom instruction.
- Read, interpret, and explain laws, regulations, and policies pertaining to transportation.
- Understand and follow oral and written directions.
- Foster and maintain positive work relations with bus drivers, peers, pupils, and parents.
- Communicate effectively and make appropriate decisions.

PHYSICAL REQUIREMENTS:

Physical abilities include the usual and customary methods of performing the job's functions and require the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, touching and/or feeling; manual dexterity to operate a bus, climb steps, and reach overhead.

Significant physical abilities include ability to sit at a desk, conference table, or in meetings of various configurations for extended periods of time; see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, computer screens and printouts; read traffic signage, hear and understand speech at normal room levels and hear and understand speech on the telephone or radio; speak in audible tones aloud and on the radio so that others may understand clearly in normal conversations and over the sounds encountered while operating the bus.

WORK ENVIRONMENT:

- The work environment characteristics described 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 loud.
- Employees in this position will be required to work in a bus or orthopedic transportation vehicle, in an outdoor environment with seasonal heat and cold or adverse weather conditions and come in direct contact with students, staff and the public.
- The environment includes exposure to fumes, dust, oil, grease and odors.