

COLTON JOINT UNIFIED SCHOOL DISTRICT

CLASS TITLE: DELEGATED DRIVER TRAINER/BUS DRIVER

BASIC FUNCTION:

Under the direction of the Bus Driver Supervisor, Driver Trainer and/or Bus Dispatcher, coordinate, organize and conduct behind-the-wheel bus driver training according to established DMV, CHP and Department of Education laws, rules and regulations; review and provide feedback to bus drivers to assure a high standard of performance is maintained; operate a school bus over designated routes in transporting regular and special education students to and from school, activities and events; provide safe and efficient transportation for District students to and from school, special events and field trips; perform daily inspections and maintenance of vehicle; assist in the loading and unloading of physically and mentally handicapped students as necessary. Work in or cover the dispatch office and perform scheduling and daily bus report review functions as assigned.

REPRESENTATIVE DUTIES:

Plan, develop, implement and conduct training programs for new and current bus drivers; assure safe driving practices are in accordance with District and State transportation policies, rules and regulations. *E*

Assist in the coordination, testing and certification activities for bus drivers. *E*

Serve as a Behind-the-Wheel trainer for drivers as assigned. *E*

Maintain records of behind-the-wheel training activities. *E*

Conduct safe driving and safe working methods and procedures training programs; present student training for safe and responsible riding practices and emergency bus evacuation. *E*

As needed or assigned, drive school buses over designated routes in accordance with specified time schedules and in accordance with regulations and laws related to pupil transportation; transport students to and from school, special events and field trips as necessary. *E*

Escort children across streets when necessary; stop traffic as necessary. *E*

Train and assist new drivers concerning student behavior management and other pupil transportation related problems and situations. *E*

Transport children and teachers on field trips to various locations; assure compliance with departure and arrival time. *E*

Monitor students on buses, at bus stops and in school loading zones; assure proper conduct and discipline in these areas; prepare referrals according to established District policies regarding the discipline of students as necessary; conduct routine and emergency bus

evacuation drills as directed. *E*

Transport special needs students to and from designated locations; lift and secure wheel chairs; assist in the loading and unloading of handicapped children as necessary. *E*

Maintain bus in a safe operating condition through prescribed daily vehicle inspections, including cleaning windows, mirrors and bus interior and exterior; check and maintain fuel, oil and water levels; check brakes, brake lights and doors; report mechanical defects and malfunctions to appropriate personnel. *E*

Utilize two-way radio for bus to bus and bus to base communication. *E*

Perform dispatch and scheduling functions, including but not limited to bus route changes, covering telephones and radios, etc.; review and approve daily bus reports, bus inspections and GPS reports. *E*

Assist with bus route development, field trip assignments, overflow and special needs student assignments as required. *E*

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles, methods, techniques and strategies for the training of school bus drivers.

Provisions of the California Motor Vehicle Code, Title XIII, and the Education Code applicable to the operation of vehicles in the transportation of students and in the training of school bus drivers.

Routing and scheduling practices.

Methods, procedures and techniques related to a large pupil transportation operation.

Safe driving practices and methods.

Safe driving practices.

Provisions of the California Motor Vehicle Code, the Education Code and District regulations applicable to the operation of vehicles in the transportation of children.

Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

Plan, develop and implement behind-the-wheel bus driver training and safety programs.

Assist in the planning and organization of effective and efficient bus routes and schedules.

Review daily bus reports and GPS records.

Maintain accurate records.

Communicate effectively in oral and written form.

Understand and carry out oral and written directions.

Establish and maintain cooperative working relationships.

Operate a school bus safely and in conformance with applicable State laws.

Effectively present student training for safe and responsible riding practices and emergency bus evacuation.

- Operate a school bus over designated routes in accordance with time schedules, picking up and discharging students.
- Maintain order and discipline among students while driving a school bus.
- Maintain assigned vehicle in a clean and safe operating condition.
- Recognize equipment malfunctions and take appropriate action.
- Learn designated bus routes including stops and traffic hazards.
- Maintain routine records.
- Establish and maintain cooperative and effective working relationships with others.
- Understand and follow oral and written directions.
- Meet schedules and time lines.
- Observe legal and defensive driving practices.
- Assist in loading and unloading handicapped children as necessary.
- Use a computer for email, routing, data processing and spreadsheets.

EDUCATION AND EXPERIENCE:

- Education: High School graduate or the equivalent. Proof required. Supplemental training or course work pertaining to school bus driver training.
- Experience: Three years of experience in the operation of a school bus.

LICENSES AND OTHER REQUIREMENTS:

- Possession of a valid and appropriate class A or B California Driver License.
- Valid California Special Driver Certificate, Transit qualified and which may require a valid First Aid Certificate.
- Valid Medical Examiner's Certificate.
- Possess or be eligible to obtain a Delegated Behind-the-wheel Bus Driver Instructor Certificate issued by the California Department of Education.
- Other: May be required to wear a bus driver's uniform.

WORKING CONDITIONS:

ENVIRONMENT:

- School bus driving and training environment.
- Driving in various road and weather conditions to conduct work.
- Noise.

PHYSICAL ABILITIES:

- Sitting for extended periods of time.
- Dexterity of hands and fingers to operate business related equipment.
- Bending at the waist.
- Hearing and speaking to exchange information and provide training.
- Lifting, carrying, pushing, and pulling heavy objects (up to 50 pounds).
- Sitting for extended periods of time when operating a transportation vehicle.
- Walking and stepping up and down or standing for extended periods of time.
- Bending at the waist.

Hearing and speaking to exchange information.
Reaching, pulling and pushing to open bus doors.

HAZARDS:

Exposure to driving a school bus during adverse weather and traffic conditions.
Exhaust fumes.
Traffic hazards when stopping traffic and escorting students across streets.