



Excellence for all.

Job Title: Lead Bus Driver / Trainer

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

Basic Function:

Under the direction of the Supervisor of Transportation or an assigned administrator, train District employees to operate a school bus and obtain a California Bus Driver Certificate and Class B driver's license with a passenger endorsement; assist with transportation program administrative duties such as terminal inspection document preparation and route scheduling; operate a school bus or over designated routes in accordance with time schedules, picking up and discharging students; provide safe and efficient transportation for District students to and from school, special events and field trips; perform daily inspections and maintenance of vehicles; assist in the loading and unloading of physically or intellectually disabled students as necessary.

Distinguishing Characteristics:

The Bus Driver / Trainer is distinguished from the Bus Driver because the aforementioned has obtained all necessary legal requirements to independently operate a school bus and train others to do so. A Bus Driver / Trainer must possess a California Bus Driver Instructor Certificate, a valid California School Bus Driver Certificate, Class B driver's license with passenger endorsement, valid First Aid and CPR trainer certificates, and maintain in-service hours and classroom time as required by law.

Representative Duties:

Essential Functions:

- Maintain District standards of excellent customer service and professional behavior in various and sometimes challenging situations.
- Access and monitor District email daily to receive important updates from school and District administration.
- Participate in staff development and in-service training programs as assigned.
- Train Bus Driver Trainees, Transportation Drivers, and other District employees to operate a school bus and/or other student transportation vehicles to satisfy training requirements needed to obtain a California Bus Driver Certificate and/or Class B driver's license with a passenger endorsement.
- Maintain documents related to driver training and submit to regulatory agencies as required. Prepare documents for California Highway Patrol terminal inspection and motor carrier inspection.
- Provide instruction to drivers concerning the safe and proper operation of a school bus in accordance with state, federal and District standards and regulations; explain safety, first aid, emergency situations, and related standards, requirements, regulations, practices, techniques and procedures.
- Provide ongoing and refresher classroom and behind-the-wheel training and instructional activities for existing drivers; develop, implement and conduct training sessions to enhance and reinforce safe bus operation, school bus driver skill development. Drive a school bus to perform behind-the-wheel demonstrations.
- Identify areas of improvement in driving and safety techniques and assist drivers in making improvements.
- Provide training for safe bus operation for students with special needs.
- Ensure transportation staff are compliant with first aid and CPR training.
- Assist with department administrative duties such as bus routing, student scheduling, and communication with parents/guardians.
- Provide direction to Bus Drivers and Transportation Drivers in a lead capacity.
- Coordinate with school site administration, District management, and departments as a liaison for all transportation concerns.
- Drive a school bus on 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.
- Pick up and discharge students at established bus stops; escort students across streets; report incidents which affect the safety of students as necessary.

- 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.
- Transport students to and from designated locations in school bus, van, or other forms of transportation; lift and secure wheelchairs; assist in the loading and unloading of physically or intellectually disabled students as necessary; perform first aid or emergency assistance as required.
- Maintain records concerning vehicle maintenance, miles driven, and number of students transported and other related matters; prepare student conduct, incident, and accident reports.

Other Duties:

- Perform related duties as assigned.
- May be assigned out of class work as prescribed by Merit Rules and Regulations.

Knowledge and Abilities:

Knowledge of:

- District standards of excellent customer service, interpersonal skills using tact, patience, and courtesy.
- Safe and defensive driving practices.
- Applicable traffic and student transportation laws, codes and regulations.
- Provisions of the California State Motor Vehicle code and Education code applicable to the operation of vehicles transporting students.
- Objectives and goals of a school bus driver trainer program.
- Strategies and methods for providing classroom and behind the wheel training and instruction for school bus drivers.
- Principles of training development and delivery.
- Principles and practices of employee coaching and mentoring.
- General practices and procedures for school bus transportation programs, including student transportation routing and scheduling, and service of students with special needs.
- Record keeping and reporting procedures.
- Appropriate safety practices and procedures.

Ability to:

- Understand and follow oral and written directions.
- Establish and maintain effective and cooperative working relationships with others.
- Communicate respectfully and effectively with students, staff and the public.
- Learn and incorporate new skills, techniques and/or industry trends.
- Maintain regular and consistent attendance.
- Operate a school bus over designated routes in accordance with time schedules, picking up and discharging students.
- Drive vehicles safely and efficiently.
- 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.
- Lead, oversee, direct, and inspect the work of others.
- Work independently with little direction.
- Develop, implement and conduct training sessions to enhance and reinforce school bus driver skills.
- Train and provide work direction to Transportation Department staff.
- Assess driver skills and progress and assure compliance with license and certification training and renewal requirements.
- Interpret, apply and explain laws, codes, rules, regulations, policies and procedures.
- Learn designated bus routes including stops and traffic hazards.
- Maintain routine records.
- Meet schedules and timelines.
- Observe and explain legal and defensive driving practices.

- Assist in loading and unloading physically or intellectually disabled students as necessary.
- Attend scheduled safety meetings and ensure bus operations are conducted in compliance with District safety rules and regulations.

Education/Experience: Any combination equivalent to sufficient education, experience, and/or training to demonstrate the knowledge and abilities listed above. Typically, this would be gained through: High school diploma or its equivalent and commercial driver experience required to possess and maintain a valid California School Bus Driver Instructor's Certificate. Successful completion of the Merit examination process is required.

Licenses and other requirements: Possession of a valid California School Bus Driver Instructor's Certificate. Class B driver's license with passenger endorsement. Valid First Aid and CPR certificates. CPR Instructor certificate must be obtained prior to completion of probation; must maintain in-service hours and classroom time as required by law.

Working Conditions:

Environment: School bus, indoor and outdoor environment. Exposure to fumes, dust, odors, oil/grease and gases Driving in various road and weather conditions to conduct work.

Physical Demands: Lifting, carrying, pushing, and pulling heavy objects. Sitting or standing for extended periods of time when operating or monitoring a transportation vehicle. Walking and stepping up/down or standing for extended periods of time. Seeing to monitor driver skills and operate a vehicle. Dexterity of hands and fingers to operate a computer keyboard. Bending at the waist, kneeling or crouching to inspect buses. Hearing and speaking to exchange information.

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

Emergency Conditions: Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned to them by their supervisor or by law.

Salary Range: 128