

JOB DESCRIPTION
Tahoe Truckee Unified School District

SCHOOL BUS DRIVER INSTRUCTOR

Purpose Statement:

The job of School Bus Driver Instructor is done for the purpose/s of providing behind the wheel training and classroom training that addresses school bus operations to provide the District a pool of qualified school bus drivers, regulations, and safety procedures for the transporting of students over designated scheduled mountain routes and/or to/from special excursions, sometimes in hazardous winter conditions in highly congested tourist areas; identifying training requirements for both new and experienced drivers; evaluating bus drivers' knowledge and skills.

Essential Functions

- Acts as functional liaison to state agencies and/or district personnel (e.g. DMV, CHP, D.O.E., etc.) for the purpose of conveying and/or gathering information required for district operations.
- Attends meetings, training's, etc. for the purpose of maintaining skills and meeting requirements of school bus driver instructor certificate.
- Conducts classroom training for the purpose of teaching candidates, and evaluating and reviewing school bus drivers' and job knowledge and complying with state certification.
- Coordinates new and prospective employee activities (e.g. conducts employment interviews, coordinates orientation, schedules outside testing, etc.) for the purpose of selecting appropriate candidates and smoothly assimilating them into the organization.
- Evaluates performance and knowledge of school bus drivers and applicants for the purpose of ensuring that state mandated skill levels are met and are in compliance with state certification requirements.
- Instructs school bus drivers and applicants for the purpose of providing behind the wheel training that address school bus regulations/safety procedures/general defensive driving.
- Participates in various activities (e.g. meetings, training, etc.) for the purpose of receiving and/or conveying information.
- Performs functions of bus driver for the purpose of meeting student transportation requirements.
- Prepares training records and schedules for the purpose of identifying training needs (setting up classrooms, behind the wheel training, inservice and refresher training) for new candidates and experienced renewal department school bus drivers.
- Supports Transportation Director for the purpose of assisting in the completion of their functions and/or department objectives+.

Other Functions

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Maintains transportation personnel information (confidential and non-confidential) (e.g. driver's licenses, physical, drug screen, public record reports, etc.) for the purpose of providing documentation for audit purposes and meeting state, federal and administrative requirements.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: training in group and individual settings; applying assessment instruments; adhering to safety practices; administering first aid; preparing and maintaining accurate records; and operating various types of buses under varying driving conditions.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: safety practices and procedures; provisions of the California Motor Vehicle Code and Education Code applicable to the operation of school buses; first aid practices; methods and practices of driver instruction and training

ABILITY is required to schedule activities, meetings, and/or events; often gather, collate, and/or classify data; and consider a variety of factors when using equipment. Flexibility is required to analyze data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize a wide variety of types of job-related equipment. In working with others, problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is significant. Specific abilities required to satisfactorily perform the functions of the job include: operate a school bus safely in a variety of weather and traffic conditions; work split shifts and extended hours; bus routes and information critical to ensure passenger safety upon egress from bus; exercising sound judgment, being attentive to detail; communicating with diverse groups; displaying tact and courtesy; meeting deadlines and schedules; working with constant distractions; communicate concepts; provide formal and informal instruction; and motivate individuals.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; and operating within a defined budget and/or financial guidelines. Utilization of some resources from other work units may be required to perform the job's functions.. There is a continual opportunity to significantly impact the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; significant climbing and balancing; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 50% sitting, 30% walking, and 20% standing. The job is performed under some temperature extremes and some hazardous conditions.

Experience Job related experience with increasing levels of responsibility is required.

Education Targeted job related education that meets organization's prerequisite requirements.

Required Testing

Pre-employment Proficiency Test
Physical Capacities Test

Certificates & Licenses

Valid Class A or B Driver's License with Passenger Endorsement
DL-45 CA Special Driver's Certificate
First Aid/CPR Certificate
CA Dept. of Education School Bus Driver Instructor Certificate

Continuing Educ. / Training

None Specified

Clearances

Criminal Justice/Fingerprint Clearance
TB Clearance
Pre-employment Medical Assessment
Drug Screening

FLSA Status

Non Exempt

Approval Date

Salary Grade

Classif. 29