

CLASSIFIED JOB DESCRIPTION

TRANSPORTATION LEAD INSTRUCTOR

JOB SUMMARY:

Under general direction, coordinates, organizes, schedules, and conducts classroom, behind-the-wheel and refresher training for new and experienced bus drivers; oversees and may conduct required training and drills for pupils; coordinates and schedules the activities of bus driver instructor staff; evaluates driver performance; maintains liaison with the School Bus Representative of the California Highway Patrol; oversees the maintenance of records pertaining to bus driver qualifications; and committed to teamwork, collaboration, and cross-training to provide optimum services for pupils, staff, and community. Performs other duties as assigned.

ESSENTIAL JOB FUNCTIONS:

- Reads and interprets all applicable rules, regulations, and laws.
- Monitors field operations for safety.
- Adheres to all applicable rules, regulations, and laws.
- Teaches/enforces school bus regulations and safety procedures with bus drivers and pupils.
- Coordinates and conducts classroom training and instructs bus drivers in the performance of their duties.
- Schedules, coordinates, and provides guidance for bus driver instructors/delegated trainers.
- Reviews and evaluates driver knowledge and performance; and identifies drivers displaying unsatisfactory or marginal skills.
- Oversees preparation and maintenance of records required by the department, District, federal, and state laws.
- Oversees implementation of the school bus evacuation program and drivers in evacuation procedures.
- Recruits bus driver trainees.
- Investigates accidents and incidents involving District buses.
- Inspects and approves bus stops, loading zones, roadway, and bus maneuvering restrictions.
- Participates as a member of the Transportation Safety and Accident Review Committee.
- May serve as a school bus driver transporting pupils/passengers over all scheduled routes and on special excursions; operating various bus types.
- May conduct school bus safety and bus evacuation drill programs for pupils.

ESSENTIAL JOB REQUIREMENTS – QUALIFICATIONS:

- Four years experience in the Chula Vista Elementary School District as a California Department of Education certified Bus Driver Instructor qualified to give instruction in Type I and Type II buses.

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- Knowledge of the laws and regulations applicable to the operation of vehicles and personnel involved in the transportation of pupils; safe driving practices and procedures; methods used in training bus drivers; first aid practices for school bus drivers; universal precaution procedures; proper operation of all District buses; and operation of a two-way radio.
- Ability to schedule and conduct effective classroom and behind-the-wheel training programs for drivers and prospective drivers; read, interpret, apply, and explain rules, regulations, policies, and procedures; oversee effective school bus safety and bus evacuation programs for pupils; plan, implement, and recommend enforcement procedures of a department safety program; work closely with and effectively direct the efforts of others; evaluate an individual's work performance orally and in writing; apply interpersonal skills which reflect patience, tact, and courtesy; motivate and maintain cooperative relationships with bus drivers and potential bus drivers and all others in the course of work; and communicate and interact effectively and professionally under pressure.
- High school diploma or GED required.
- Must have a good driving record, satisfactory completion of the School Bus Driver Instructors' School. Must maintain the following documents: California Commercial License Class A or B with "Air Brake" and "Passenger" endorsements, California School Bus Driver Certificate with no limitations (except "Automatic Transmission Only" is acceptable), and Medical Examiner's Certificate. Must be able to traverse 12½-inch aisles on school buses. Must be able to kneel, squat, bend, climb, twist, and safely enter/exit a school bus through the emergency exits.
- Must be able to kneel, squat, bend, climb, twist, and safely enter/exit a school bus through the emergency exits.

Classified Salary Schedule: Range 37
BOARD APPROVED: 11-14-2000
REVISION DATES: 11/16/04
10/14/20
07/18/23
08/09/2023