

CLASSIFIED JOB DESCRIPTION

BUS DRIVER INSTRUCTOR

JOB SUMMARY:

Under general direction, operates a school bus on prescribed routes; organizes and conducts classroom, behind-the-wheel, and refresher training for new and experienced bus drivers; develops and may conduct required training and drills for pupils; in the role of driver instructor, evaluates driver performance; maintains liaison with the School Bus Representative of the California Highway Patrol; maintains records pertaining to bus driver qualifications; committed to teamwork and collaboration to provide optimum services for pupils, staff, and community; and performs other duties as assigned.

ESSENTIAL JOB FUNCTIONS:

- Serves as a school bus driver transporting pupils/passengers over all scheduled routes and on special excursions; and operates various types of buses.
- Reads and interprets all applicable rules, regulations, and laws.
- Monitors field operations for safety compliance and service performance.
- Adheres to all applicable rules, regulations, and laws.
- Teaches/enforces school bus regulations and safety procedures with bus drivers and pupils/passengers.
- Conducts classroom training and instructs bus drivers in the performance of their duties.
- Reviews and evaluates driver knowledge and performance; and identifies drivers displaying unsatisfactory or marginal skills.
- Prepares and maintains records as required by the department, District, federal, and state laws.
- Plans, develops, implements, and reviews the school bus evacuation program and oversees drivers in evacuation procedures.
- Recruits bus driver trainees.
- Assists in investigations of 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 conduct school safety and bus evacuation drill programs for pupils.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- Knowledge of 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; and 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, explain rules, regulations, policies, and procedures; plan effective school bus safety and bus evacuation programs for pupils; plan, implement, and recommend enforcement procedures of a

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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.

- Five years experience as a school bus driver qualified to operate all various bus types.
- 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 Driver 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 exit.

Classified Salary Schedule: Range 32
BOARD APPROVED: 10/1/96
REVISION DATES: 3/28/00
11/16/04
5/15/05
7/18/23
08/09/2023