



Excellence for all.

Job Title: Bus Driver Trainee

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, learn to operate a school bus over designated routes in accordance with time schedules, learn and perform daily inspections and maintenance of vehicles; assist in the loading and unloading of physically or intellectually disabled students as necessary. Bus Driver Trainees will participate in a District training program to obtain a School Bus Driver Certificate, necessary endorsements and first aid requirements to qualify for a permanent District bus driver position. Trainees will be required to complete all aspects of the training program and District mandates within the probationary period not to exceed 130 days of paid service.

Distinguishing Characteristics:

The Bus Driver Trainee position is distinguished from Bus Driver based on the qualifications. A Bus Driver meets the requirements for the position, where the Bus Driver Trainee is earning the qualifications through an established training program that must be completed during the probationary period.

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.
- Participate in District coordinated training program geared to educate, train and mentor employee to meet hiring requirements for District Bus Driver classification within the probationary period.
- Successfully complete all training criteria, including but not limited to: DMV Commercial DL, airbrake, and passenger endorsement written exams, classroom instruction with state certified trainer, behind-the-wheel training, CHP written and driving examination for school bus classification.
- Follow District policies, procedures, and training directives. Adhere to applicable traffic and student transportation laws, codes, and regulations.
- Learn to drive a school bus over designated routes in accordance with specified time schedules and in accordance with regulations and laws related to pupil transportation.
- Under direction, 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.
- Learn to transport students to and from designated locations; 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.
- Attends scheduled safety meetings; ensures bus operations are conducted in compliance with District safety rules and regulations.
- Utilize two-way radio for bus to bus and to bus base communication.

Other Duties:

- Perform other duties as assigned.
- May be assigned out of class work as described by Merit Rules and Regulations.
- Maintain in-service hours and classroom time as required by law.

Knowledge and Abilities:

Knowledge of:

- District standards of excellent customer service, interpersonal skills using tact, patience, and courtesy.
- Safe driving practices.
- Provisions of the California State Motor Vehicle code and Education code applicable to the operation of vehicles transporting students.

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.
- Learn to operate a school bus over designated routes in accordance with time schedules, picking up and discharging students.
- Drive vehicles currently licensed to drive without restriction.
- 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.
- Meet schedules and timelines.
- Observe legal and defensive driving practices.
- Assist in loading and unloading physically or intellectually disabled students as necessary.

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 one year experience in the operation of a motor vehicle. Successful completion of the Merit examination process is required.

Licenses and other requirements: Valid California Class C driver's license. The District will pay training cost, certification, and license fees to be reimbursed upon passing.

THE FOLLOWING MUST BE OBTAINED TO SUCCESSFULLY COMPLETE PROBATION:

- Possession of a valid California School Bus Driver Certificate.
- Class B driver's license with passenger endorsement.
- First Aid and CPR certificates.

Working Conditions:

Environment: School bus environment: Driving in various road and weather conditions to conduct work.

Physical Demands: Lifting, carrying, pushing, and pulling heavy objects. Sitting for extended periods of time when operating a transportation vehicle. Walking and stepping up/down or standing for extended periods of time. Bending at the waist. 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: 117

Approved by Personnel Commission: ???

Personnel Commission Classification/Compensation Study Approved: July 12, 2023