Position:	Bus Driver Instructor	FLSA: Non-exempt
Department:	Transportation	Salary Grade: 11
Reports to:	Director of Transportation, or Designee	

OVERALL OBJECTIVE AND SUMMARY

Plans, prepares, and conducts individual and group training programs for school bus drivers. Drives a school bus over designated routes for the purpose of transporting students to and from school and on special trips.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Performs the duties of a Bus Driver.
- May coordinate and assign substitute stand-by and relief driver assignments. Calls substitutes in the absence of regular bus drivers.
- Assists in emergencies, coordinating and dispatching when regularly scheduled bus operations are interrupted. Monitors breakdowns and accidents to prevent interruption of service.
- Plans and organizes a school bus driver training program in compliance with California State laws and District policies and procedures. Instructs prospective and new school bus drivers in the proper methods of operating and maintaining a school bus in a safe and efficient manner. Plans and oversees school bus evacuation drills. Arranges written and driving tests required for driver certification.
- Develops and conducts a program for reviewing and upgrading performance of school bus drivers, preparing performance evaluations based on check rides. Conducts classroom instruction programs. Recommends to individuals driver improvements for their driving and safety techniques. Provides retraining.
- Arranges and conducts safety meeting for school bus drivers. Arranges and attends other meetings. Maintains familiarity with the different types of district busses. Maintains accurate records concerning driver performance, in-service training hours, bus operation, and related matters.
- Performs other duties as assigned that support the overall objective of the position.

QUALIFICATIONS

Knowledge and skills:

- Requires a thorough knowledge of the goals and objectives of the school bus drivers training program plus the methods and techniques of training and evaluation.
- Requires a thorough knowledge and understanding of safe bus driving practices.

- Requires a thorough understanding of bus operation and safety sufficient to recognize problems and take appropriate action.
- Requires a basic knowledge of the procedures, methods and techniques of dispatching school buses.
- Must have a thorough understanding of State laws, rules and regulations and Education Code sections pertaining to school bus operations and pupil transportation.
- Must know and understand how to apply first aid practices.
- Requires strong communication skills in order to teach as well as carry out the normal range of communications associated with school bus drivers.
- Interpersonal skills using tact, patience, and courtesy.

Ability to:

- Plan, develop and implement school bus driver training programs.
- Train and assist in the evaluation of school bus drivers.
- Drive a school bus safely and efficiently while keeping to well-established schedules.
- Maintain order among students, both while driving and at bus stops.
- Recognize malfunctions in equipment and take appropriate action.
- Maintain the assigned vehicle in clean and safe operating condition.
- Administer first aid to ill or injured students.
- Learn designated bus route, including stops and traffic hazards.
- Perform routine, repetitive tasks on a continuous basis and to sit for prolonged periods of time.
- Maintain required records.
- Communicate effectively with bus drivers in training, peers, pupils, parents and members of the general public.
- Read and write sufficiently to perform all of the duties of the position including understanding applicable laws, regulations and codes required.
- Apply District and other applicable rules and regulations pertaining to pupil transportation.
- Operate a school bus observing all pertinent safety and transportation regulations.
- Understand and follow oral and written directions.
- Establish and maintain cooperative and effective working relationships with others.
- Pass a qualifying employee entrance evaluation.

PHYSICAL ABILITIES

This position requires:

- Arm-hand and leg-foot dexterity to drive a bus.
- Visual acuity, including depth perception, to drive a vehicle and observe traffic conditions.
- The ability to sit for extended periods of time.
- Hearing sufficient to be aware of traffic and road distractions/conditions and listen to children.
- Speech and hearing ability to carry on conversations in person and over the phone.
- The ability to lift passenger ambulatory aids such as wheelchairs on to platforms.
- The ability to assist special needs students/wheelchair users and to lift/carry 50 lb.

EDUCATION AND EXPERIENCE

High School diploma or equivalent required. Successful completion of the California State Department of Education School Bus Driver Instructor Academy. Requires four years experience in safely operating school buses plus training in instruction or a related area.

LICENSES AND CERTIFICATES

Requires:

- Valid Commercial Driver's License
- Medical examination card
- Valid California Special Driver Certificate for school bus with no restrictions except numbers "1" (automatic transmission only) and "6" (first aid test waived)
- Valid ARC First Aid/CPR Certificate
- California State Department of Education School Bus Driver's instruction certificate.

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