

# **GATEWAY UNIFIED SCHOOL DISTRICT**

## **JOB DESCRIPTION: BUS DRIVER TRAINER RANGE L**

### **DEFINITION**

Under supervision of the Transportation Supervisor, plans, coordinates and organizes classroom and behind the wheel bus driver training programs; reviews and works with bus drivers to ensure that a high standard of performance is maintained; drives a bus on assigned routes; performs other related work as required.

### **ESSENTIAL FUNCTIONS**

- Plans, develops and implements training programs for bus drivers to ensure that safe driving practices are in adherence to District and State transportation policies, rules and regulations.
- Counsels and assists new drivers concerning student behavior management and other pupil transportation related problems and situations.
- Drives a bus over a designated route in accordance with a specified time schedule.
- Recommends the assignment of drivers in order to maximize the utilization of equipment and personnel.
- Performs dispatching functions and activities, that involve student pick-up assignments, route alterations and updating, and revising student transportation records and files.
- Develops, compiles and maintains a variety of bus driver records, including license and certificate expirations, medical expirations and advance training hours required for the renewal of the bus driver certificate.
- Plans, develops and conducts school bus driver certificate renewal training programs.
- Conducts safe driving and safe working methods and procedures training programs.
- Carries out the duties and responsibilities of a bus driver as per bus driver job description.
- Trains and assists in the evaluation of the driving performance of bus drivers.
- Schedules and conducts bus evacuation drills
- Performs other related duties as assigned.

### **QUALIFICATIONS**

#### Knowledge of:

- Principles, methods, techniques and strategies for the training of school bus drivers;
- Provisions of the California Motor Vehicle Code, Title 13, and the Education Code applicable to the operation of vehicles in the transportation of students and in the training of school bus drivers;
- Accurately type information into computer system and generate reports;
- Basic knowledge of preventative maintenance requirements of equipment;
- Methods, procedures and techniques related to a large pupil transportation operation;
- Safe driving practices and methods;
- Qualifications for bus driver as per bus driver job description.

#### Ability to:

- Plan, develop and implement bus driver training and safety programs;
- Assist in the planning and organization of effective and efficient bus routes and schedules;
- Maintain accurate records and be able to prepare complete and comprehensive reports;
- Communicate effectively in oral and written form;
- Understand and carry out oral and written directions;
- Communicate effectively and resolve complaints;
- Establish and maintain cooperative working relationships;
- Input information into a computer system and generate reports.

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**PHYSICAL DEMANDS**

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- This type of work may involve ascending and descending ladders, stairs, scaffolding, and ramps, and will involve walking or standing for extended periods.
- Persons performing service in this position classification will exert 20 to 40 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.
- This type of work involves operating a student transportation vehicle (often on rough surface), sitting during much of the assignment but will involve walking or standing for brief periods.
- Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handle and work with various materials and objects are important aspects of this job.
- Sufficient mobility to climb in and out of school buses and emergency exits and to maneuver students into and out of buses.
- Exposure to hot, cold, wet, humid, or windy conditions caused by weather may occasionally be experienced (including installing snow chains when required).

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

**EXPERIENCE AND EDUCATION**

Any combination of experience and training that would provide the required knowledge and skill. A typical way to obtain the required knowledge and skill would be:

Experience:

- Five years of experience in the operation of a school bus.

Education:

- Equivalent to the completion of the twelfth grade, supplemented by training or coursework pertaining to school bus driver training.

**License and Certificate Requirements**

- Possession of a valid Class A or B California Motor Vehicle Operator's License.
- Possession of a California School Bus Driver's Certificate with no restrictions.
- Possession of a First Aid Certificate or Passage of the California Highway Patrol First Aid Test.
- Possession of a CPR card.
- Possession of a Medical Certificate (Form DL 51 & DL 51A).
- Possession of a State Department of Education Driver Instructor Certificate with no restrictions.

**Condition of Employment**

- Insurability by the District's liability insurance carrier.

ADOPTED: 06/2025