

CENTRAL UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

Position: Driver Trainer

Classification: Classified

Reports to: Site Administrator

FLSA: Non-Exempt

Range: Classified Salary Schedule

EDUCATION AND EXPERIENCE

Experience:

Five years of bus driving experience, with clear record, and experience in operations of Transportation System. Basic Math, record keeping and typing skills.

Education:

Equivalent to completion of the twelfth grade or experience that could be equivalent.

Certificate/License Requirement:

Possession of a valid Class III, California Motor Vehicle Operators License; possession of a School Bus Driver's Certificate issued by the California Highway Patrol; possession of a Medical Examiner's Certificate (DMV No. DL5 A1). Valid Certified California School Bus Driver Instructor permit.

Condition of Employment:

Insurability by the District liability insurance carrier

SUMMARY

Under the general supervision of the Transportation Manager, trains new driver applicants, renews present drivers certificates and credentials, along with district duties including driving, assisting manager with transportation related areas such as driver recognition program. Maintains all maintenance records on district drivers. Operates a school bus to transport students on designated routes and time schedule. Performs other duties as may be assigned.

SPECIFIC RESPONSIBILITIES

1. Plans, supervises and directs the instruction of all new applicants requiring driver training, behind the wheel and class instruction;
2. Assumes the duties of in-service;
3. Maintains all bus driver certificates and related licensing requirements (i.e., health certificates, physical examinations, TO-1, TO-2);
4. Performs check rides as required by law and as directed by Transportation Manager;
5. Drives a school bus or other transportation vehicle as assigned by Transportation Manager;
6. Perform other related duties as assigned.

SPECIFIC QUALIFICATIONS

AK:wmd

03/27/00

Approved: 05/28/96

Should possess personal characteristics generally recognized as essential for good public employees including integrity, initiative, dependability, courtesy, good judgment and the ability to work cooperatively with others.

Knowledge of:

- Safe driving practices and techniques;
- basic first aid procedures and methods;
- safety and maintenance requirements of bus and other pupil transportation equipment;
- provisions of the California Motor Vehicle Code and Title 13 applicable to the operation of vehicles in the transportation of school children. State Department of Motor Carrier and California Highway Patrol rules and regulations related to bus training.
- Practices and problems of operating a school bus safely.

Ability to:

- Drive a school bus and other transportation equipment safely and effectively;
- maintain appropriate student behavior on a school bus or other transportation equipment;
- perform appropriately in situations requiring tact and diplomacy;
- understand and carry out oral and written directions; establish and maintain cooperative working relationships.
- Supervise and instruct in all areas of Driver Training.
- Assist the manager in special transportation programs, and routing of buses.
- Keep necessary books with regard to the operation of the transportation department.
- Establish and maintain cooperative working relationships with all the drivers.

AK:wmd

03/27/00

Approved: 05/28/96