

DELEGATED BEHIND-THE-WHEEL TRAINER

JOB SUMMARY

Under general supervision, using a considerable level of transportation and driving skills assists the designated Trainer in the Bus Driver training and retraining programs. Must also drive a bus in accordance with established routes, time schedules, District policies and procedures and the State Vehicle Code.

DISTINGUISHING CHARACTERISTICS

The Delegated Behind-The-Wheel Trainer differs from the class of Bus Driver in the additional duties of training and retraining responsibilities are included as duties. The position is distinguished from Transportation Trainer/Coordinator in that the duties of the coordinator include responsibility for the coordination of the Bus Driver classroom training and retraining and student evacuation programs.

EXAMPLES OF DUTIES

Assists in the development and presentation of classroom and on-the-job road training to drivers on all aspects of proper bus operation; assists in advising and instructing drivers in obtaining and renewing licenses and permits; conducts bus evacuation drills and safe riding practices and instruction, drives a school bus on an as needed basis; maintains a variety of records as required by assigned duties; operates a variety of standard office equipment and machines; assists in evaluating driving skills, assists in the monitoring and scheduling of Bus Driver DOT physical examinations and keeps records of same; performs other related duties as assigned.

EMPLOYMENT STANDARDS

Education: Equivalent to graduation from high school.

Experience: Equivalent to three years of experience in the operation of school bus, one year of which immediately precedes the date of selection as a Delegated Behind-The-Wheel Trainer.

Knowledge of: Vehicle drive train and braking systems; state and local traffic laws/regulations; safe driving practices/procedures; geography of the District, the methods used in training Bus Drivers, Vehicle and Education Codes/requirements pertaining to pupil transportation; guidelines for bus evacuation and safe riding practices issued by the California Department of Education; maintain a driving record with no chargeable accidents within the past three years immediately preceding the date of selection.

Ability to: Successfully meet standards set by the State of California for a Delegated-Behind-The Wheel Trainer. Assist in the preparation and presentation of in-service workshops; communicate effectively; assist in planning, organizing and conducting effective driver training programs for school bus drivers; maintain and prepare accurate records and reports; maintain insurability to drive a District vehicle; maintain a driving record with no chargeable accidents

within the past three years immediately preceding the date of selection. Keep current with laws and regulations governing pupil transportation and equipment.

License: Possession of a valid Class A or B California Driver's License and a valid unrestricted Special Driver's Certificate issued by the DMV for the operation of a conventional and Type 2 school bus; a valid medical certificate as required by the DMV; a valid school bus delegated trainer certificate.

PHYSICAL STANDARDS:

The work environment and physical demands of the positions as described below are representative of those that must be met by an employee to successfully perform the essential functions of a position in this driver category. Reasonable accommodations may be made to enable individuals to perform the essential functions of a specific position. These physical standards are generic in nature and tasks may vary dependent on school site or specialized department assignment.

Work Environment: The employee's work environment in this job series consists mainly of a school bus and outdoor environment. Employees drive continuously and may be required to work evening and/or variable hours. There is also exposure to fumes, dust, odors, oil/grease and seasonal heat, cold and adverse weather conditions. While performing the duties of this job, the employee regularly works near moving mechanical parts. Positions are subject to constant interruption and severe time constraints and are in direct contact with the public, students and employees. Negative interactions resulting from these contacts can result in stressful situations. Employees may also work without direct supervision and are responsible for the safety and well being of passengers. The noise level is loud and employees may have to raise their voice to be heard.

Physical Demands: The physical demands of this position include the ability to enter and exit a bus to load and assist students, to evacuate a bus in an emergency situation, to tie down wheelchairs and to assist students in wheelchairs on the ramp lift, all of which may require the lifting of moderately heavy children and/or objects between 60-100 lbs. Drivers also sit for extended periods of time although the employee frequently stands and walks when not driving. Bending at the waist, kneeling or crouching to inspect and wash busses and reaching, pulling and pushing to open bus doors are also activities that are required. The employee will frequently bend at the neck and trunk while performing the duties of this job. Incumbents in this position frequently climb steps to get in and out of the bus and may climb ladders/stairs. The ability to reach with hands and arms overhead, above the shoulders or horizontally is required as is the repetitive use of hands to finger, handle, grasp or feel objects, tools, or controls. Seeing to monitor passengers and operate a vehicle include specific vision abilities such as close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Also required are hearing and speaking abilities to exchange information, monitor students and communicate via two-way radio.

The information contained in this physical standards description is for compliance with ADA and is not an exhaustive list of duties performed. The individuals currently holding this position perform additional duties and additional duties may be assigned.

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Adopted By The Personnel Commission: 7-9-90, revised 6/13/02 and 10/7/09