

SCHOOL BUS DRIVER INSTRUCTOR

JOB SUMMARY

Under general supervision of the Assistant Director of Transportation, plans, schedules, coordinates, and evaluates classroom, behind-the-wheel, and in-service Bus Driver training and re-training programs according to applicable federal, state, and local laws, codes, and regulations.

DISTINGUISHING CHARACTERISTICS

This class is distinguished from other transportation classes as follows: The School Bus Driver Instructor's responsibility is to provide training to Bus Drivers for certification renewal. In contrast, the Bus Driver's primary duty is to transport students in a bus over established routes and/or on field trips; the Transportation Dispatcher is responsible for dispatching, routing, and coordinating pupil buses; and the Assistant Director of Transportation is responsible for planning, coordinating and managing pupil transportation programs.

SUPERVISION RECEIVED AND EXERCISED

General supervision is received from the Assistant Director of Transportation. The School Bus Driver Instructor's responsibilities do not include direct supervision of staff, but do include coordinating and assigning work to Bus Drivers.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

- Plans, schedules, coordinates, and evaluates Bus Driver training and re-training programs according to state licensing requirements
- Develops, updates, prepares, and presents training materials and manuals related to pupil transportation
- Trains and tests Bus Drivers, and evaluates their driving performance and abilities based on the California Department of Transportation (DOT) requirements
- Observes all District's drivers annually and provides guidance on their driving performance
- Provides information regarding school bus licensing and/or permit requirements
- Consults with the California Highway Patrol (CHP) personnel regarding driver standards, records, and accidents involving the District
- Assists in the planning and coordinating activities related to assigned school transportation programs, such as school bus emergency evacuation drills
- Plans, schedules, coordinates, and monitors required physical examinations for transportation personnel such as Bus Drivers and Mechanics
- Maintains a variety of records related to transportation
- Maintains current school bus map; reviews bus routes and stops for accuracy, safety, and efficiency; and recommends appropriate changes
- Drives a school bus as needed
- May investigate accidents involving District vehicles
- May participate in local pupil transportation groups in order to stay up-to-date with passenger transportation safety and training
- Performs other related duties as assigned

EMPLOYMENT STANDARDS

Education: Equivalent to graduation from high school supplemented by graduation from California Department of Education as a state certified instructor.

Experience: Three years of experience in the operation of school buses. One year of experience in presenting classroom, behind-the-wheel, and/or in-service Bus Driver training as a state certified instructor is preferred

Knowledge of: The mechanics of bus systems, including vehicle drive train and braking systems; federal, state, and local laws, codes, regulations, and guidelines related to pupil transportation; District's regulations, policies, procedures, and practices; principles, methods, practices, and

techniques of state certified driver training; principles and practices of safety and health related to pupil transportation; practices, methods, and techniques of record-keeping; formal English usage.

Ability to: Formally present information to a group of audience related to pupil transportation matters; effectively plan and organize work; stay current with applicable laws, codes, rules, regulations, and guidelines related to pupil transportation; obtain, apply and explain information to others related to pupil transportation; follow safety and health regulations, policies, and procedures related to pupil transportation; identify and guide others on safety and health regulations, policies, and procedures related to pupil transportation; observe and evaluate driving performance and abilities of District's drivers; effectively communicate both orally and in writing; work in a team environment; use basic and intermediate features and functions of office software programs; provide quality customer service; safely drive a school bus; maintain insurability to drive a District vehicle and comply with mandatory child abuse reporter training requirements as part of pre-employment and on an annual basis.

License and certificate requirements:

- Possession of a valid Class A or B California driver's license with "P" and "S" endorsements.
- Possession of a valid unrestricted special driver's certificate issued by the DMV for the operation of conventional and type 2 school buses;
- Possession of a valid medical certificate as required by the DMV;
- Possession of a valid state certified instructor certificate from the California Department of Education;
- Possession of a valid American Red Cross First Aid certificate or pass equivalent tests given by the California Highway Patrol.

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 high 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 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. Visually monitoring passengers and operating a vehicle requires 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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Personnel Action	Personnel Action Date
Adopted by the Personnel Commission:	May 11, 1993
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