MERCED CITY SCHOOL DISTRICT

CLASS TITLE: Transportation Instructor Lead

BASIC FUNCTION:

Under the direction of the Supervisor of Transportation, the Transportation Instructor Lead is responsible for planning, coordinating, and conducting bus driver instruction, re-training, and initial training of drivers; properly demonstrate all classroom and behind-the-wheel teaching methods, techniques, driving skills, and recordkeeping requirements necessary to maintain state certified bus driver instructor certificate; schedule, dispatch, or operate a bus to transport students, as required and/or scheduled; schedule, train and provide work direction to assigned transportation staff.

REPRESENTATIVE DUTIES:

Coordinate and evaluate the classroom and behind-the-wheel driver instruction program.

Maintain an accurate and effective recordkeeping system for the transportation department and make appropriate recommendations for improvement.

Maintain required reports and records of drivers and delegated behind-the-wheel trainers within the District.

Schedule, train and provide work direction to assigned transportation staff; assist with and provide input to performance appraisals.

Conduct driving performance evaluations on drivers and delegated behind-the-wheel trainers and maintain performance records.

Meet with local representatives of the CHP to discuss and review driver standards and records.

Instruct and evaluate applicants requesting driver certification for the district or company.

Instruct, test, and evaluate applicants who have been selected to become drivers for the district or company. Drive a bus on District routes as necessary.

Complete weekly work plans, driver performance reviews, delegated behind-the-wheel trainer written assessment test, monthly activity reports, and instruction session attendance records.

Participate with local instructor groups to exchange information related to passenger transportation safety and instruction.

Participate in instructor in-service training sessions on accident data and seek new approaches to instructing bus drivers.

Maintain updated driver instruction manuals and materials related to passenger transportation.

Research, develop, and test new approaches for bus driver instruction for both classroom and behind-the-wheel.

Maintain current and up-to-date instruction manuals.

Provide technical expertise and guidance to bus drivers and the District; maintain current knowledge of instruction and licensing requirements; research and clarify questions.

Communicate with District and site personnel and regulatory agencies regarding Driver instruction, vehicle maintenance and bus schedules.

Prepare and maintain various records and reports related to Driver proficiency, instruction, physical condition and licensing.

Assign and orient substitute bus drivers.

Perform related duties as assigned.

The employee is to adhere to federal and state regulations, Board policies, and related administrative regulations which pertain to the particular assignment.

MINIMUM QUALIFICATIONS:

KNOWLEDGE OF:

Principles, concepts, and techniques of driving, inspecting, and managing passengers on vehicles of the appropriate type and size.
California Vehicle Code; California Education Code, California Code of Regulations, Title 5 and Title 13 sections related to transportation.
All motor-carrier policies relating to the operation and transportation of passengers.
Laws, codes and regulations applicable to the operation of school busses and transportation of students.
Principles and practices of providing instruction to others.
Safe driving practices.
Operation of school busses and other District passenger vehicles and perform driver pre-trip inspections.
Record-keeping techniques.
Interpersonal skills using tact, patience and courtesy.
Basic First Aid procedures.

ABILITY TO:

Provide quality behind-the-wheel instruction in vehicles of the appropriate type and size.
Demonstrate proper instructional methods, and provide quality classroom instruction.
Read, interpret, and explain laws, regulations, and policies pertaining to transportation staff.
Communicate effectively and make appropriate decisions.
Dispatch regular and substitute drivers as necessary.
Supervise transportation instruction program and staff.
Provide technical expertise and guidance to bus drivers and the District.
Establish and maintain cooperative and effective working relationships with others.
Administer First Aid to ill or injured children.
Drive a school bus over a designated route.
Observe legal and defensive driving practices.
Meet schedules and timelines.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and five years of bus driving or student transportation experience.

LICENSES AND OTHER REQUIREMENTS:
Possession of a valid and appropriate California School Bus Driver Certificate; a valid CPR and First Aid Certificate; Department of Education State-Certified School bus driver Instructor certificate.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment; driving a vehicle to conduct work; considerable distraction and frequent interruptions. Flexible work hours required – call back hours, or split shifts as needed.

PHYSICAL ABILITIES:

Standing or sitting for long periods of time; dexterity of hands and fingers to operate a computer keyboard; hearing and speaking to exchange information; maintain focus on safety.

HAZARDS:
Driving a school bus during adverse weather conditions; fumes from school bus and equipment operation.

This position complies with the rules and regulations of the Americans with Disabilities Act (ADA).

Legal Reference: California Education Code Sections 45103, 45109
Policy Adopted: December 13, 2022