MT. DIABLO UNIFIED SCHOOL DISTRICT

SCHOOL BUS DRIVER INSTRUCTOR

Primary Function

Plans, coordinates, and conducts training programs for new bus drivers. Develops and conducts in-service training programs and evaluates the driving performance of bus drivers.

Directly Responsible To

Transportation Services Coordinator

Supervision

Supervises and evaluates assigned classified staff.

Major Responsibilities

- Develops a driver training program for school bus drivers.
- Obtains necessary training materials and supplies, makes arrangements for classroom facilities, sets up the training schedule and contacts participants.
- Conducts the driver training program as well as individual driving sessions with new trainees.
- Reviews the progress of the trainees and determines whether a trainee should be dropped from the programs in conjunction with the coordinator.
- Conducts in-service training programs and periodically observes drivers to evaluate their driving performance and route analysis.
- Reviews any pertinent new laws and revises the training program accordingly.
- Plans and develops special programs on school bus safety and works with school administrative personnel to arrange these presentations; trains driver personnel to present programs.
- Screens and evaluates new applicants.
- Arranges for school bus driver examinations with California State Highway Patrol officials.
- Investigates accidents and prepares reports.
- Evaluates the driving performance of personnel who will be driving vehicles in other departments.
- Participates in training programs related to driver training.
- Maintains a variety of records for the district and the state.
- Prepares reports as required.
- Operates a school bus over a designated route as needed.
- Attends job related meetings and activities specified by the, Transportation Services Coordinator.
- Performs additional duties assigned by the, Transportation Services Coordinator, as an adjunct to regular stated duties.
- Performs those duties and responsibilities, including supervisory and advisory duties, as may be prescribed by the Superintendent.

Qualifications

Knowledge and Skills:

- Knowledge of the principles and practices of safe driving.
- Knowledge of the provisions of the California Motor Vehicle Code and the Education Code applicable to the operation of vehicles transporting school students.
- Knowledge of the local geography and road systems.
- Knowledge of the principles and techniques of developing effective training programs.
- Knowledge of basic first aid principles and practices.
- Skill in planning and coordinating bus driver trainer programs.
- Skill in instructing and training employees in the safe and efficient operation of buses and other District vehicles as needed.
- Displays excellent communication skills.
- Skill in developing and maintaining effective relationships with employees, school officials and students.
- Skill in maintaining records and preparing reports.
- Skill in administering basic first-aid.

Education, Training, and Experience:

- Satisfactory completion of the course of study offered for School Bus Driver Trainers by the California Department of Education.

Licenses:

- Possession of a valid California Class B/P Driver's License and a School Bus Driver's Certificate issued by the California Highway Patrol/Department of Motor Vehicles.

Working Conditions

- Office environment, driving a vehicle to conduct work.
- With or without accommodation, the ability to see and hear to conduct work, and speaking to exchange information. Sitting for extended periods of time; reaching overhead, above the shoulders, and horizontally, or bending at waist to retrieve and store files. Reading, writing, and operating computer keyboard.

MT. DIABLOUNIFIED SCHOOL DISTRICT
M&O Range 515
261 days

Board Approved 6/5/07