



Oak Grove School District

Position Description

TITLE: Lead Bus Driver Instructor/Dispatcher

Classification: AFSCME

SALARY: Range 32

DEPARTMENT: MOT

REPORTS TO: Director of MOT

WORK YEAR: 260 Days

BOARD APPROVAL: January 15, 2026

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

To plan and provide Classroom Instruction and Behind the Wheel training for District bus drivers in all safety and operational functions consistent with District policy within a framework of Federal, State and local law. To maintain and submit required paperwork for effective and efficient operations of the Transportation Department. To transport students to and from school within a designated route(s) and to ensure the safety of the students while passengers in a District vehicle. Employees in this classification perform all duties of a State Certified School Bus Driver Instructor and exercise independent judgement to plan and implement training schedules based upon employee need and State directed requirements.

To coordinate assignments of drivers and buses to scheduled runs and special trips. Employees in this classification may assign and coordinate the work of others. This job class shares the responsibility for ensuring that timely and efficiently run schedules are maintained. This job class receives general supervision from the Transportation Supervisor within a broad framework of standard policies and procedures. This job class requires a high degree of technical skill, organizational skills and interpersonal communication skills.

TYPICAL DUTIES

- Trains uncertified drivers and drivers with restrictions in all aspects of school bus operations
- Evaluates driving ability for all school bus drivers, and identifies required training for new and experienced drivers; ensuring the proper licensing of all drivers
- Plans and conducts regular training activities for certified District drivers
- Maintains required driver training records; e.g., T-01, T-02, T-03

- Drives a school transportation vehicle within a prescribed route(s) in accordance with time schedules; picking up and discharging students at designated stops
- Performs all other duties as described in the Bus Driver job description of 4/85
- Complies with Federal, State, and municipal laws and District policies related to bus operations
- Evaluates finalist applicants for position of bus driver, as per level of proficiency and trainability; reports findings to interview committee
- Provides input to administration concerning driving performance
- Provides accurate information to District drivers pertaining to new laws and changes in current laws, pertinent to school pupil transportation
- Coordinates safe riding instruction and evacuation drills with school authorities utilizing driver volunteers
- Maintains computerized record system and prepares reports to ensure District adherence to California Highway Patrol and State Department of Education guidelines
- Monitors and makes adjustments to schedules and work assignments as required
- Calls in and assigns substitute and relief drivers; drives bus routes when necessary
- Oversees and assists in scheduling transportation of regular and special education pupils
- Oversees and assists in planning bus routes and coordinating driving assignments
- Oversees and assists in scheduling field trips and other special runs
- Oversees and assists in monitoring schedules and making adjustments as required
- Oversees in monitoring Driver records via CA DMV system as needed.
- Calls in and assigns substitute and relief drivers; driving bus routes as necessary
- Communicates with drivers via two-way radio; responding to emergency needs
- Complies with Federal, State and Municipal laws and District policies related to bus pertains
- Assists in maintaining computerized records necessary for and related to assigned job duties including mileage, student count, etc., and prepares written communications and reports
- Supports District in reporting student and transportation data for local, state, and federal filings
- Assists in answering telephone and personal inquiries and comments; responding to complaints, schedule changes, student additions/deletions, etc., and referring to appropriate personnel when necessary
- Receives complaints and initiates action to resolve the problem, referring to appropriate personnel when necessary
- Performs other related duties as required

MINIMUM QUALIFICATIONS

- License/Certification and/or testing requirements: Valid California Motor Vehicle Operator's License, Class A or B with no applicable restrictions; Valid California School Bus Driver Instructor's Certificate issued by the California State

- Department of Education with no applicable restrictions, drug testing clearance
- Possession of a safe driving record
 - Minimum of six (6) years of school bus driving experience acquired while possessing a valid California School Bus Driver's Certificate
 - Minimum of three (3) years experience as a State Certified Instructor in an agency comparable to Oak Grove School District
 - Knowledge of the California State Motor Vehicle Code, the California State Education Code and District Policies relative to the operation of vehicles in transporting students
 - Ability to understand and carry out oral and written instructions in an independent manner
 - Ability to work independently and to make common sense decisions in potentially critical situations
 - Skill to plan, schedule, organize, and coordinate the work of others
 - Skill to train and evaluate the driving ability of others according to established criteria
 - Skill to maintain computerized records and prepare reports
 - Skill to evaluate the driving abilities and performance of others according to established criteria
 - Skill to establish and maintain effective work relationships with those contacted in the performance of required duties
 - Ability to plan, schedule, organize, coordinate and conduct large group presentations
 - Ability to sit for prolonged periods
 - Significant physical abilities include: climbing, pushing/pulling, reaching/handling, talking/hearing conversation and other sounds, near/far visual acuity/depth perception/visual accommodation/field of vision

OTHER QUALIFICATIONS:

Our organization requires a successful candidate to undergo fingerprinting clearance, provide proof of TB clearance, provide us with employment eligibility, and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act. All new employees will be required to complete mandated training and certifications required by state law and District regulations related to employment in a school setting. Inquiries regarding compliance procedures may be directed to our Human Resources Division.

We are dedicated to fostering a diverse, inclusive, and equitable workplace where all individuals are respected, valued, and empowered to contribute their unique perspectives and talents. Our organization is committed to providing equal employment opportunities to all employees and applicants for employment without regard to race, religion, sex, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, veteran status, or any other characteristic protected by applicable federal, state, or local law.

Our organization is a Drug and Tobacco-Free Workplace.