Ocean View School District

17200 Pinehurst Lane • Huntington Beach, CA 92647 • (714) 847-2551 • www.ovsd.org

PERSONNEL COMMISSION

BUS DRIVER / DELEGATED BEHIND-THE-WHEEL TRAINER

JOB SUMMARY:

Meets the requirements of a School Bus Driver and Delegated Behind-the-Wheel Trainer. Under the direction of the Executive Director, and/or Supervisor, or Driver Instructor, to assist, organize and conduct behind-the-wheel school bus driver training and proficiencies according to established DMV, CHP, and Department of Education laws, rules and regulations; review and observe school bus drivers assuring a high standard of performance is maintained; operate a school bus over designated routes while transporting regular pupils and pupils with special needs to and from school, activities, events, and field trips; train and assist in the loading, securing and unloading of pupils; perform daily inspections of vehicle; other duties as required.

CLASS CHARACTERISTICS:

The Bus Driver / Delegated Behind-the-Wheel Trainer is distinguished from other transportation classes in that the Bus Driver is responsible for the route that is bid upon annually for the purpose of driving a bus on a designated route and to conduct any necessary Delegated Behind-the-Wheel Trainer duties and responsibilities designated by the State Certified School Bus Driver Instructor and/or the Transportation Supervisor to provide behind the wheel training instruction and evaluation to prospective drivers.

ESSENTIAL DUTIES AND RESPONSIBILITIES *(E denotes an essential function of the job):*

Assist in planning, developing, implementing, and conducting training programs for new and current school bus drivers; ensure safe driving practices are in accordance with District and State transportation policies, rules, and regulations. **E**

Assist in the coordination, testing, and certification activities for school bus drivers. **E**

Maintain accurate records of behind-the-wheel training activities. **E**

Assist with coordination and conduct annual training including behind-the-wheel evaluations on safe and responsible riding practices and emergency bus evacuations. **E**

Train and assist school bus drivers concerning pupil behavior management. **E**

Respond to accidents, conduct a thorough investigation including driver interview, complete all paperwork, and write a brief memo including re-training recommendations. **E**

Drive school buses over designated routes. **E**

Maintain the school bus in a clean and safe operating condition through prescribed daily vehicle inspections. **E**

Utilize two-way radio for bus-to-bus and bus-to-base communication. **E**

Monitor pupils on school buses, at school bus stops, and in school loading zones; ensure proper conduct and discipline in these areas; prepare referrals in accordance with established District policies regarding pupil discipline; conduct routine and emergency bus evacuation drills as directed. **E**

Employ interpersonal skills using tact, patience, and courtesy. **E**

Required to wear a school bus driver uniform shirt.

Perform a variety of related work and duties.

SUPERVISION:

General supervision is provided by the Director of Transportation, the Transportation Supervisor, and/or the Driver Instructor.

Supervision is not exercised over other employees, but does include coordinating and leading bus driver trainees and assisting with driver training during the original and renewal process.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Operation of a school bus and the laws governing its use; principles and practices of safe, defensive driving; principles of training and observation, and methods used to train school bus drivers in required skills, knowledge, and abilities; simple record keeping, good English usage.
- Successful completion of California Department of Education School Bus Driver Delegated Behind the Wheel Training Course;
- Proficiencies in all Transportation Department equipment and related tasks.

Ability to:

- Maintain order and discipline among pupils while driving a school bus.
- Maintain assigned vehicles in a clean and safe operating condition.
- Plan, develop, and implement behind-the-wheel school bus driver training and safety programs.
- Interpret, apply, and explain laws, rules, regulations, policies, and procedures of school pupil transportation.
- Plan and organize work independently, determine priorities, and apply sound judgment in evaluating and responding to safety-related and various other problems.

- Operate various types of computer hardware, including learning new software applications, for record keeping as needed.
- Understand and communicate effectively in oral and written form, in the English language.
- Establish and maintain cooperative working relationships.

EMPLOYMENT STANDARDS:

Education:

- High School diploma or equivalent; Proof required.
- Recent supplemental training or coursework pertaining to school bus driver training in behind-the-wheel instruction under the direction of the Driver Instructor.
- Completion of California Department of Education School Bus Driver Delegated Behind the Wheel Training Course; in possession of certification.

Experience:

- Three (3) years of experience as a school bus driver for the Ocean View School District in the operation of and knowledge pertaining to the type of vehicles for which the delegate will be employed to conduct behind-the-wheel training.
- Driving record with no chargeable accidents in any vehicle within three (3) years preceding the application date.

Licenses Required:

- Possession of a valid and appropriate class A or B California Driver's License, with passenger “P” and School Bus “S” endorsements.
- Possession of a valid California Special Driver Certificate, and a valid First Aid Certificate or passing the First Aid Exam administered through the California Highway Patrol.
- Possession of a valid Medical Examiner’s Certificate.
- Possession of a Delegated Behind-the-Wheel Trainer Certificate issued by the California Department of Education.
- Participate in a mandatory pre-employment drug test and random drug and alcohol testing.
- Persons in this position must meet the qualifications as outlined in the Federal Department of Transportation (DOT) guidelines.

PHYSICAL DEMANDS, WORK ENVIRONMENT, AND HAZARDS:

Safely lift, carry, push up to 25 pounds; frequently sits, climbs stairs, maintains balance, stoops, bends, kneels and reaches over head; uses both hands and legs simultaneously; repetitively twists and exerts pressure with wrists and hands; speaks clearly and hears normal voice conversation; uses a computer; has depth perception and color vision; sees small details and long distances; drives a vehicle; works inside and outside; works with loud noises and vibration; occasionally exposed to fumes, gases, chemicals, odors, machinery with moving parts, and moving vehicles; frequently exposed to minor, occasionally severe, contagious diseases; has direct contact with public and students. This work involves operating a school bus, sitting, walking, and standing. Passing random and periodic drug and alcohol testing as required by the Department of Transportation is required as a condition of continued employment. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position. While performing the duties of this job, the employee regularly works near moving mechanical parts and is regularly exposed to fumes and vibrations. The employee occasionally works in outside weather conditions.

Salary Range:

Range 39
Classified Bargaining Unit Salary Schedule

Job Description Established and Approved by the Personnel Commission: 3/12/2026
Revised:
Review and Revisions Effective: