JOB DESCRIPTION

JOB TITLE: Delegated Behind the Wheel Trainer/Bus Driver

Job Family: Transportation

Range: 33

Job Purpose Statement/s: The job of "Delegated Behind the Wheel Trainer/Bus Driver" is done for the purpose/s of driving a school bus on a daily route. Train, test and evaluate applicants that have been selected to become drivers for the District and maintain required records and written reports as required.

Essential Job Functions:

* **Effectively** organizes work responsibilities and manages time efficiently.
* **Responds** to verbal and written requests for assistance regarding school transportation issues. Refers appropriate questions to state-certified instructor or director when necessary.
* **Completes** all assignments within agreed upon time-frame.
* **Adheres** to Department attendance and leave policy.
* **Interacts** with Department's staff, representatives of other organizations and agencies and the general public in the course of his/her duties in a pleasant and positive manner.
* **Works** with Department director to improve work habits and job productivity.
* **Practices** good safety habits and care in the use of district equipment and facilities.
* **Follows** policies and procedures established by the district and state laws and regulations governing employees.
* **Provide** quality behind-the-wheel training in vehicles of the appropriate type and size as defined by the California Education Code.
* **Demonstrate** proper behind-the-wheel instructional techniques.
* **Properly** document training records as specified by the California Department of Education.

Other Job Functions:

* **Assists** other personnel as may be required for the purpose of supporting them in the completion of their work activities.

Job Requirements - Qualifications:

* **Experience Required**: Minimum three (3) years of experience as a driver of the appropriate type and size vehicle immediately preceding the date of selection as a delegated behind-the-wheel trainer;
* **Skills, Knowledge and/or Abilities Required:**

  Skills to operate school buses and vans in a safe manner, communicate effectively; desire to teach; principles, concepts and techniques of driving, inspecting and managing passengers on vehicles; use English in both written and verbal form, use standard office equipment.

  Knowledge of vehicle operation, basic maintenance requirements, driving code, training requirements.

  Abilities to sit for prolonged periods, understand and carry out oral and written instructions, work independently, make common sense decisions in potentially critical situations. Significant physical abilities include climbing, pushing/pulling, reaching/handling, talking/hearing conversations and other sounds, near/far visual acuity/depth perception/visual accommodation/field of vision.
* **Education Required**: High School diploma or equivalent.

Licenses, Certifications, Bonding, and/or Testing Required: Valid Class Driver's License and evidence of insurability, Commercial driver license, Class A or B with appropriate endorsements valid for driving and training in a particular type and size vehicle; successful completion of a written assessment test on current laws, regulations and policies given by, and in the presence of, a state-certified instructor of the appropriate class; Criminal Justice Fingerprint Clearance, Drug Testing Clearance, negative TB test results, First Aid Certificate.