JOB DESCRIPTION

JOB TITLE: Bus Driver Instructor

Job Family: Transportation

Range: 38

Job Purpose Statement/s: The job of "Bus Driver Instructor" is done for the purpose/s of providing instruction and training for drivers in the safe and proper operation of District school buses according to District, State and Federal regulations and standards; to coordinate and maintain related records and training needs of drivers as assigned and to transport students to and from school and school-related activities safely.

Essential Job Functions:

* **Instructs** and trains drivers in the safe and proper operation of District school buses/vehicles according to State, Federal and District laws, codes and regulations.
* **Provides** behind the wheel and classroom instruction to District bus drivers and prospective bus drivers.
* **Evaluates** driving ability for all school bus drivers or prospective bus drivers, ensuring the proper licensing of all drivers.
* **Teaches** State required courses for beginning drivers which includes instruction in certification, vehicle components, first aid, emergency procedures, driving fundamentals, defensive driving, discipline of student passengers and community relations.
* **Arranges** for and/or teaches review training for renewal drivers.
* **Familiarizes** drivers with school buses and bus equipment as required.
* **Establishes** and maintains precise records of training and evaluations; preparing reports as required.
* **Assists** in planning school bus routes, bus schedules, driver assignments.
* **Maintains** records for drivers, types of vehicles in use, license renewal dates, driving records, physicals, etc. and communicates information to drivers as needed.
* **Assists** the Manager of Transportation in the selection of school bus drivers by reviewing job applications and physical reports.
* **Conducts** regular safety meetings to inform bus drivers of changes in laws, regulations and procedures.
* **Receives** complaints, questions and/or student discipline problems from parents, students, drivers or other source and seeks resolution by writing letters, holding conferences, etc.

Other Job Functions:

* **Assists** other personnel as may be required for the purpose of supporting them in the completion of their work activities.
* **Performs** functions of a school bus driver for the purpose of filling the position as needed (e.g. vacations, illness, etc.).

Job Requirements - Qualifications:

* **Experience Required**: Minimum of three (3) years related experience preferably in a school and/or instructional setting.
* **Skills, Knowledge and/or Abilities Required:**

  Skills to operate school buses and vans in a safe manner, communicate effectively, evaluate schedules and meet deadlines, plan and organize activities, administer first aid,

maintain records, 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, School Bus Driver's Certificate, School Bus Driver Instructor's Certificate, Criminal Justice Fingerprint Clearance, Drug Testing Clearance, negative TB test results, First Aid Certificate.