

BUS DRIVER INSTRUCTOR

JOB SUMMARY

Under the direction of the Director of Transportation, conducts training activities for bus driver trainees and in-service training for license renewals and for special trainings; drives a school bus over a designated route in accordance with time schedules.

REPRESENTATIVE DUTIES

The position description describes the general nature of work performed.

ESSENTIAL JOB FUNCTIONS

The position may perform any combination of the following:

- Assist the Director of Transportation with evaluating the driving ability of bus drivers to obtain new licenses or to renew licenses in accordance with State code.
- Conduct training activities (i.e. classes and behind the wheel training) to provide drivers with the expertise to safely and effectively drive buses and correctly conduct mandated pre-trip inspections.
- Develop/improve/refine training methods and materials to improve drivers' skills and knowledge.
- Establish/maintain documentation and related procedures and systems to ensure compliance with State code and transportation industry regulations and requirements.
- Request and receive DMV Pull Notices (Employer Pull Notice Program) for all district employees that operate district vehicles or who are otherwise required to participate in Pull Notice Program in accordance with state requirements.
- Collaborate with California Highway Patrol during Terminal inspections, prepare documentation, assist with inspection readiness, and support compliance efforts to ensure adherence to state transportation guidelines.
- Inspect vehicles (e.g. buses, vans) to ensure dispatched vehicles conform to Title 13, CCR and for investigating drivers' reports of defects.
- Respond to accidents involving district transportation personnel or vehicles to support investigations as assigned, assisting with student release, coordinating with CHP, and recommending operational or training improvements.
- Assist with the recruitment, onboarding, and retention of Bus Driver Trainees and support the transition to become School Bus Drivers.
- Operate/drive school buses/vans as assigned, transporting students over scheduled routes, special excursions (field trips), etc.
- Perform other related duties as assigned for the purpose of assisting in accomplishing the work of the unit.

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

KNOWLEDGE OF:

- Standard driver training methods, techniques and practices.
- Safe driving practices.
- California Motor Vehicle Code and Education Code sections applicable to student transportation.
- Record keeping techniques.

BUS DRIVER INSTRUCTOR

- City streets and locations.
- Interpersonal skills using tact, patience and courtesy.
- Basic preventive maintenance of district vehicles.

ABILITY TO:

- Train and assist Director of Transportation in evaluating driving ability of bus drivers.
- Operate various classifications of buses.
- Drive a bus safely and effectively.
- Maintain discipline of students.
- Understand and follow oral and written directions.
- Read, interpret and follow rules, regulations, policies and procedures.
- Meet schedules and time lines.
- Establish and maintain effective working relationships with others.
- Maintain records and prepare reports.
- Observe legal and defensive driving practices.
- Read and interpret a road map.
- Work confidentially with discretion.
- Communicate effectively both orally and in writing.

EDUCATION AND EXPERIENCE

Any combination equivalent to sufficient training and experience to demonstrate the knowledge and abilities listed above and five years of experience operating school buses.

LICENSES AND OTHER REQUIREMENTS

1. Valid California Class B or A driver's license;
2. Current California Special Driver's Certificate – School Bus
3. Medical Examiner's Certificate with a valid date
4. Credential from the California Department of Education, Office of School Transportation, School Bus Driver Instructor's Academy (A0 or A1 credential)
5. CA DMV K-4 Driving Report at time of application
6. Current T-01 card
7. CPR and First Aid

DISTINGUISHING CHARACTERISTICS

This class is responsible for planning and carrying out training activities for bus drivers. The Bus Driver Instructor evaluates the driving ability of bus drivers to obtain new licenses or to renew license in accordance with State code and provide drivers with the expertise to safely and efficiently drive buses and correctly conduct mandated pre-trip inspections. This class also maintains required documentation of training as part of the Transportation Department's adherence to State requirements and may represent the Director at the scene of accident involving a district driver or vehicle.

This position is distinguished from the Transportation Supervisor in that this position is responsible for evaluating qualifications and abilities of drivers whereas the Transportation Supervisor is responsible for the performance evaluation of Transportation staff. Both classifications may develop and provide driver related

BUS DRIVER INSTRUCTOR
training.

REQUIRED TESTING

Pre-employment testing and assessment is required to demonstrate the minimum qualifications for the position.

CONTINUING EDUCATION/TRAINING

Maintenance of applicable certificates and licenses for the safe operation of district vehicles.
Participation in ongoing job-related training as assigned.

CLEARANCES

California Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) background (fingerprint) clearance; pre-employment physical examination including tuberculosis (TB) and drug screen clearances.

WORKING ENVIRONMENT

The usual and customary methods of performing the job functions require the following physical demands:

Physical Demands Frequency Definitions Based on an 8-Hour Day:

Seldom = 1-10% (<45 minutes)

Occasionally = 11-33% (up to 3 hours)

Frequently = 34-66% (up to 6 hours)

Continuously = 67-100% (more than 6 hours)

| | |
|--------------|--|
| Occasionally | Walking, standing, stooping/bending, squatting/crouching, climbing/balancing, kneeling, pushing/pulling, fingering/fine manipulation, reaching above or at shoulder, and lifting up to 50 lbs. when assisting students, wheelchairs; carrying up to 10 lbs. at a distance of 100 ft. |
| Frequently | Twisting back, neck flexion/rotation, handling/simple grasping |
| Continuously | Sitting, power/firm grasping, reaching below shoulder, using hand and foot controls |

In an emergency situation, the School Bus Driver must be able to get all students to safety. This may involve lifting, dragging, or carrying a student.

AUDITORY OR VISUAL REQUIREMENTS

Must be able to hear traffic signals/alarms, student voices, two-way radio. Must be able to see near, distant, color and depth.

ENVIRONMENTAL CONDITIONS

Work involves driving a school bus; subject to disciplining students while driving, potential traffic hazards, exposure to dust, gas or fumes, exposure to bus vibration, exposure to body fluids of students and occasional adverse weather conditions.