

ORANGE UNIFIED SCHOOL DISTRICT

SCHOOL BUS DRIVER/DELEGATED BEHIND-THE-WHEEL TRAINER

DEFINITION

Meets the requirements of a School Bus Driver. Under the direction of the Director, and/or Supervisor, and/or Dispatcher, coordinate, 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.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Plan, develop, implement and conduct training programs for new and current school bus drivers; assure safe driving practices are in accordance with District and State transportation policies, rules and regulations.
- Assist in the coordination, testing and certification activities for school bus drivers.
- Maintain accurate records of behind-the-wheel training activities.
- Assist in the coordination and perform annual training for safe and responsible riding practices and emergency bus evacuations.
- Train and assist school bus drivers concerning pupil behavior management.
- Respond to accidents, conduct thorough investigation including driver interview, complete all paperwork, and write brief memo including re-training recommendations.
- Drive school buses over designated routes.
- Maintain school bus in a clean and safe operating condition through prescribed daily vehicle inspections.
- Utilize two-way radio for bus-to-bus and bus-to-base communication.
- Monitor pupils on school buses, at school bus stops and in school loading zones; assure proper conduct and discipline in these areas; prepare referrals according to established District policies regarding the discipline of pupils; conduct routine and emergency bus evacuation drills as directed.
- Employ interpersonal skills using tact, patience and courtesy.
- Required to wear a school bus driver uniform shirt.
- Perform a variety of related work and duties.

QUALIFICATIONS GUIDE

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.
- Proficiencies in all Transportation Department equipment and related tasks.

Ability to:

- Maintain order and discipline among pupils while driving a school bus.
- Maintain assigned vehicle 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, as needed.
- Understand and communicate effectively in oral and written form, in the English language.
- Establish and maintain cooperative working relationships.

PHYSICAL DEMANDS:

- Persons in this position will exert 50 to 75 pounds of force to lift, carry, push, pull, or otherwise move objects.
- This work involves operating a school bus, sitting, walking and standing.
- Persons in this position must meet the qualifications as outlined in the Federal Department of Transportation (DOT) guidelines DL-51.

Reasonable accommodations may be made to enable a person with a disability to perform the essential functions of the job.

Education and Experience:

Education: **High School graduate or the equivalent.** Proof required. Supplemental training or course work pertaining to school bus driver training.

Experience: Three years of experience in the operation of a school bus.

Licenses:

Possession of a valid and appropriate class A or B California Driver License.

Possession of a valid California Special Driver Certificate, Transit qualified and which may require a valid First Aid Certificate.

Possession of a valid Medical Examiner's Certificate DL-51.

Possession of a Delegated Behind-the-wheel Bus Driver Instructor Certificate issued by the California Department of Education.

Participate in a mandatory pre-employment drug test and random drug and alcohol testing.

Physical:

Good physical condition as determined by pre-and post-employment inquiries and health reports.

WORK ENVIRONMENT:

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.

July 17, 2009