

LEAD SCHOOL BUS DRIVER INSTRUCTOR

DEFINITION

Meets the requirements of a School Bus Driver. Under the direction of the Director, Manager, Supervisor, and/or Dispatcher, coordinate, organize and conduct classroom and behind-the-wheel school bus driver training programs according to established DMV, CHP and Department of Education laws, rules and regulations; review and evaluate school bus drivers' training assuring a high standard of performance is maintained; operate various types of computer and software applications; respond to accidents; operate a school bus on designated routes while transporting pupils, 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.

DISTINGUISHING CHARACTERISTICS

Positions in this class require expertise in the transport of students of all ages. Incumbents should be familiar with the various types of buses operated by the District. They are expected to be familiar and confident driving on various terrains, weather, and road conditions. They function as instructors for other drivers, ensuring department policies, rules, and regulations are followed. Incumbents should be personable and demonstrate integrity.

ESSENTIAL DUTIES

- Serve as a Lead School Bus Driver Instructor for school bus drivers.
- 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.
- Coordinate the testing and certification activities for school bus drivers.
- Maintain accurate records of all training activities and accidents.
- Provide work guidance, mentorship, and direction to School Bus Drivers and Instructors in the absence of the Training Supervisor.
- Participates in scheduling, assigning, and monitoring work for accuracy and conformance with District standards.
- Provides information, instruction, and training on work processes, proper use of equipment and safe work practices.
- Provides input regarding employee work performance.
- Assists in document preparation and annual CHP terminal inspections within the Transportation Department.
- Openly communicates with CHP to schedule appointments in the absence of the Training Supervisor.
- Perform annual training in 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, recommend, and complete re-training as needed.
- Position may have multiple clock-on and clock-off times throughout the day, including before and after assigned shift.
- Drive school buses on designated routes as needed.
- Perform a thorough daily vehicle inspection to ensure the school bus is in a safe

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- operating condition.
- Utilize two-way radio for communication and may need to assist in the Dispatch Office.
- Monitor pupils on school buses, at school bus stops and in school loading zones; assure proper conduct and discipline in these areas; prepare bus conduct reports according to established District policies regarding the discipline of pupils.
- Employ interpersonal skills including tact, patience, and courtesy.
- Required to wear a uniform shirt or business casual attire.
- Perform a wide variety of related work in support of District transportation department.

QUALIFICATIONS

Knowledge of:

- Principles, methods, techniques, and strategies for the training of school bus drivers.
- Provisions of the California Motor Vehicle Code, the Education Code and District regulations applicable to the operation of vehicles in the transportation of pupils.
- All electronic technology the Transportation Department uses.
- Proficiencies in all Transportation Department equipment and related tasks.

Ability to:

- Communicate effectively in oral and written form, in the English language.
- Establish and maintain cooperative working relationships.
- Maintain order and discipline among pupils while driving a school bus.
- Maintain assigned vehicle in a clean and safe operating condition.
- Meet schedules and timelines.
- Operate various types of computer hardware including learning new software.

EXPERIENCE AND EDUCATION

Any combination of experience and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be:

Experience:

Five years of experience in the operation of a school bus and one year as a School Bus Driver Instructor; or Three years of experience as a School Bus Driver Instructor.

Education:

Equivalent to high School graduation. Supplemental training or course work pertaining to school bus driver training. Proof required.

OTHER REQUIREMENTS

Licenses

Possession of a valid Class A or B, California Motor Vehicle Operator's License.

Possession of a valid School Bus Driver's Certificate issued by the California Highway Patrol.

Possession of a current First Aid Certificate approved by the Emergency Medical Services Authority or pass the First Aid Examination given by the California Highway Patrol.

Possession of a valid Medical Examiner's Certificate.

Possession of an unrestricted School Bus Driver Instructor Certificate issued by the

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California Department of Education.

Other

Insurability by the District's liability insurance carrier.

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.

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) medical examiner's report. Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.