

SCHOOL BUS DRIVER TRAINEE

JOB SUMMARY

Attends classroom and behind-the-wheel training to become qualified as a School Bus Driver. In addition, under the supervision of the Transportation Operations Supervisor, drives vehicles to transport students safely and efficiently to an assigned location on a designated route; provides safe and secure transportation for students who may have physical, medical, educational and emotional needs; load, unload and secure special needs students; perform regular daily safety inspections and regular cleaning of vehicles.

REPRESENTATIVE DUTIES

The position description describes the general nature of work performed.

ESSENTIAL FUNCTIONS

The School Bus Driver Trainee may perform any combination of the following:

- Attends and completes all classroom training on required topics including Driver License and Certification Requirements, Bus Laws, Regulations and Operations, Vehicle Components, General and Specialized Defensive Driving Techniques, Passenger Loading and Unloading, Emergency Procedures, Pupil Management, Activity Trips, Special Needs Transportation and Public and Community Relations.
- Completes Behind-the-Wheel training to become a Professional School Bus Driver.
- Completes driver training programs for the purpose of obtaining a Commercial Driver's License with School Bus and Passenger Endorsements.
- Drive vans or cars to transport students safely and efficiently to an assigned location on a designated route.
- Instructs, directs and observes students and enforces rules and regulations to ensure student safety and proper behavior.
- Confirms and verifies student identities prior to loading and unloading.
- Assists students in loading and unloading vehicles, including emergency situations.
- Inspects assigned vehicle(s) (i.e. brake system, oil levels, coolant levels, tire pressure) to ensure vehicle is in safe operating condition.
- Documents daily logs and reports, including accident reports, to provide documentation of student safety or other concerns, time worked and equipment maintenance.
- Operates, as assigned, specialized vans that accommodate wheelchairs and equipment needed for students with disabilities.
- May administer first aid in accordance with established procedures.
- Cleans interior and exterior of the van or car, including windows, mirrors, seats, floors, ceilings, etc. to maintain the vehicle's appearance, sanitation and safety standards.
- Communicates with parents and guardians of students to inform them of schedule changes, student behavior, etc.
- Perform other job-related duties as assigned.

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

KNOWLEDGE OF:

- Safe driving practices
- California Vehicle Code
- CPR and basic first aid
- Basic computer skills to send and receive e-mail messages

CLASSIFIED

ABILITY TO:

- Drive a van or car safely and effectively, observing legal and defensive driving practices
- 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
- Communicate with courtesy, diplomacy and tact
- Maintain records and prepare reports
- Read and follow road map directions
- Operate vehicle emergency equipment
- Operate a two-way communication radio

EDUCATION AND EXPERIENCE

Prior record of safe driving experience.

DISTINGUISHING CHARACTERISTICS

The School Bus Driver Trainee is a classification within the Transportation series. Positions in this series transport and monitor students to and from school.

The School Bus Driver Trainee attends training class, behind-the-wheel training, and drives a van or other non-commercial vehicle to transport students. Individuals employed in this capacity will work limited-term assignments while enrolled in the district's School Bus Driver Training Program. The program includes classroom and behind-the-wheel instruction.

Differentiation between School Bus Driver Trainee and positions above and below are distinguished as follows:

The **School Bus Driver** drives a school bus to transport students. The job requires California certifications and licensing to drive a school bus.

The **School Bus Attendant** assists in the loading, unloading, care and supervision of special education students.

REQUIRED TESTING

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

CERTIFICATES

Valid California driver license.

Valid Adult CPR and First Aid certifications.

CONTINUING EDUCATION/TRAINING

Maintenance of valid California driver license and Adult CPR and First Aid certifications.

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.

CLASSIFIED

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)

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| 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 Van 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 van or car; subject to disciplining students while driving, potential traffic hazards, exposure to dust, gas or fumes, exposure to van or car vibration, exposure to body fluids of students and occasional adverse weather conditions.