

BUS DRIVER TRAINER

OVERALL JOB PURPOSE STATEMENT

Under the direction of the Director of Transportation, conduct training activities for new bus drivers and in-service activities for license renewals and for special training; drive a school bus over a designated route in accordance with time schedules.

DISTINGUISHING CHARACTERISTICS

This class is responsible for planning and carrying out training activities for bus drivers. Positions evaluate 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 establishes and maintains required documentation of training as part of the Transportation Department's adherence to State requirements and represents the Director at the scene of each accident involving a district driver.

• ESSENTIAL JOB FUNCTIONS

- Assist the Director of Transportation for the purpose of evaluating the driving ability of bus drivers to obtain new licenses or to renew license in accordance with State code.
- Conduct training activities (i.e. classes and behind-the-wheel training) for the purpose of providing drivers with the expertise to safely and efficiently drive buses and correctly conduct mandated pre-trip inspections.
- Develop/improve/refine training methods and materials for the purpose of improving drivers' skills and knowledge.
- Establish/maintain documentation and related procedures and systems for the purpose of conforming to State code and transportation industry regulations and requirements.
- Inspect vehicles (e.g. buses, vans) for the purpose of ensuring dispatched vehicles conform to Title 13, CCR and for investigating drivers' reports of defects.
- Represent the Director of Transportation at the scene of each accident involving a district driver for the purpose of determining causality, releasing students, acting as liaison with CHP and assessing/recommending operational changes, new training and other remedies.
- Operates/drives school buses/vans as assigned when there are not enough drivers for the purpose of transporting students over scheduled routes, special excursions (field trips), non-school pupils (parks and recreation).

OTHER JOB FUNCTIONS

- Perform other related duties as assigned for the purpose of assisting in accomplishing the work of the unit.

CLASSIFIED

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS

SKILLS, KNOWLEDGE AND/OR ABILITIES REQUIRED

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. 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 or two years of experience operating heavy vehicles required in type B or C driver's licenses.

LICENSES AND OTHER REQUIREMENTS

Valid California Class B or A driver's license; current California School Bus Certificate and a current medical certificate; credential from School Bus Driver Instructor's Academy.

GENERAL WORKING CONDITIONS

Work involves both classroom environment and driving a school bus; subject to disciplining students while driving; work involves noise and driving a school bus under occasional adverse weather conditions.