

BUS DRIVER INSTRUCTOR

DEFINITION

Under general supervision, to plan, coordinate and organize a bus driver instruction program; review and evaluate bus drivers' skill and techniques to ensure that a high standard of performance is maintained; drive a bus on assigned routes; and do other related work as required.

EXAMPLES OF DUTIES

Plan, develop and implement instruction programs for bus drivers to ensure that safe driving practices are adhered to in accordance with District and State transportation policies, rules and regulations; counsel and assist new drivers concerning student behavior management problems and situations; assist in the selection and evaluation of bus drivers; may drive a bus over a designated route in accordance with time schedules; ride with bus drivers and evaluate new bus stops or changes in routes, and report observations of overhanging branches, view obstructions and road hazards to appropriate agencies; recommend the assignment of drivers in order to effectively and efficiently maximize the utilization of equipment and personnel; perform dispatching functions and activities which involve student pick-up assignments, route alterations and updating, and revising student transportation records and files; prepare or assist in the preparation of various management reports pertaining to student transportation, which may include cost analyses projections; develop, compile and maintain a variety of bus driver records, including license and certification expirations, medical expirations and advanced training hours required for the renewal of the school bus driver certificate; plan, develop and conduct school bus driver certificate renewal training programs; conduct safe driving and safe working methods and procedures training programs as required; may conduct bus inspections with bus drivers and report damage, vandalism, malfunctions and defects.

EMPLOYMENT STANDARDS

KNOWLEDGE AND ABILITIES

Knowledge of:

Principles, methods, techniques and strategies for the training of school bus drivers;
Provisions of the California Motor Vehicle Code, Title 13, and the Education Code applicable to the operation of vehicles in the transportation of students and in the training of school bus drivers;
Provisions of the Highway Patrol Handbook 82.7;
Methods, procedures and techniques related to a large pupil transportation operation;
Safe driving practices and methods;
Basic first aid procedures and methods.

Ability to:

Plan, develop and implement bus driver training and safety programs;
Assist in the planning and organization of effective and efficient bus routes and schedules;
Maintain accurate records and be able to prepare complete and comprehensive reports;
Communicate effectively in oral and written form;
Understand and carry out oral and written directions;
Establish and maintain effective working relationships with those contacted in the course of work;
Relate effectively with racially and ethnically diverse staff, students and community.

EDUCATION AND EXPERIENCE

Education:

Completion of the twelfth grade or equivalent thereof, supplemented by training or coursework pertaining to school bus driver training.

Experience:

Three years of experience in the operation of a school bus, including one year involved with a school bus driver instruction program.

REQUIRED LICENSES AND/OR CERTIFICATES

Possession of a valid California Driver's License (Class B); an acceptable driving record. Possession of a California Special Driver's Certificate – School Bus, issued by the Department of Motor Vehicles. Possession of a School Bus Driver Instructor's Certificate. Possession of a basic Red Cross First Aid Certificate or equivalent.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

Strength:

Medium work - lifting, carrying or pulling objects up to 35 pounds. Physical dexterity in limbs and digits necessary to operate a motor vehicle.

Working Conditions:

Operate a passenger bus for prolonged periods of time requiring constant attention to traffic and road conditions while maintaining appropriate student passenger behavior. A physical examination may be required prior to employment to this class and every two years thereafter.

Pre-placement Physical: Class I