

WINDSOR UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

TITLE: BUS DRIVER TRAINER/INSTRUCTOR

DEFINITION:

Under the direction of the Director of Transportation, plan, coordinate and organize a bus driver training program; review and evaluate bus stops and routes to ensure against safety hazards; drive a bus on assigned routes.

EXAMPLES OF DUTIES AND RESPONSIBILITIES:

- Performs all the functions of a school bus driver for the purpose of meeting the District's transportation service needs
- Plans, develops and implements training programs for bus drivers to assure safe driving practices are adhered to in accordance with District and State Transportation policies, rules and regulations.
- Trains and assists new drivers concerning student behavior management problems and situations.
- Collaborates with District behavior specialist concerning special needs students.
- Trains personnel concerning the safe and proper operation of wheelchair lifts, tie-downs, straps, harnesses, seating devices, restraining devices, seat belts and other equipment.
- Operates standard office equipment including a computer and assigned district software systems.
- Prepares and maintains a variety of bus driver records, (both manually and computerized) including driver's license and certificate expiration, medical expiration and training hours required for the renewal of the bus driver certificate.
- Plans, develops and conducts school bus driver certificate renewal training programs; conduct safe driving and safe working methods and procedures training programs periodically and as specifically required.
- Coordinates the annual inspection of fire extinguishers and ensure the first aid kits are maintained with required units.
- Plans, develops, and implements the school bus evacuation program and oversee drivers in evacuation procedures.
- Conducts proficiency rides with drivers for the purpose of ensuring that basic skills levels are met and are in compliance with state certification requirements.
- Conducts driving performance assessments on current drivers and drivers seeking employment with the district.
- Performs related duties as assigned.

REQUIRED QUALIFICATIONS:

KNOWLEDGE OF:

- Safe driving practices and methods.

- Principles, methods, techniques and strategies for the training of school bus drivers.
- Provisions of the California Motor Vehicle Code and laws applicable to the operation of vehicles in the transportation of students and in the training of school bus drivers.
- Technical aspects of field of specialty.

ABILITY TO:

- Operate a school bus over designated routes
- Plan, develop and implement bus driver and safety programs.
- Attend and conduct a variety of in-services related to pupil transportation.
- Provide quality classroom instruction to keep driving personnel updated.
- Understand and follow oral and written directions.
- Maintain accurate records.
- Establish and maintain cooperative and effective working relationships with others.
- Maintain confidentiality of student information.

EXPERIENCE AND EDUCATION:

Any combination equivalent to graduation from high school plus five years of successful experience in the operation of a school bus; or two years experience as a school bus driver and three years operating vehicles requiring a Class A or B commercial driver's license; or two years experience as a bus driver and one year as a behind-the-wheel trainer including some experience training school bus drivers.

REQUIRED LICENSES AND CERTIFICATES:

- Valid California Commercial Driver's License with passenger (P) and school bus (S) endorsements.
- Possession of a California Special Driver's Certificate-School Bus.
- California School Bus Driver's Instructor Certification with no instructional limitations (automatic transmission only restriction is acceptable), or ability to obtain one within a year of selection.
- A valid medical card.
- A valid first aid card; unless requirement is waived per CHP test.
- A driving record with no chargeable accidents in any vehicle within three years immediately preceding the date of instructor certification.
- Current CPR certification.

PHYSICAL DEMANDS:

Driving vehicles or equipment (school bus); work around equipment and machinery (shop and busses); walking on uneven ground (bus parking lots, driveways, roadways); exposure to excessive noise (bus noises/children); exposure to dust, gas, fumes or chemicals (cleaning supplies, exhaust fumes); operation of foot controls (foot pedals on bus); exposure to biohazards (to clean up bodily fluids from student illness or injury);

bouncing/vibration when driving in some buses depending upon seat type; and need to act quickly to evacuate children in an emergency.

First Reading: 6/23/09

Board Approved: 6/23/09

Approved:3/6/18