

## **SCHOOL BUS DRIVER INSTRUCTOR**

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### **Purpose Statement:**

The job of School Bus Driver Instructor is done for the purpose/s of operating a school bus on prescribed routes; organizes and conducts classroom, behind-the-wheel, and refresher training for new and experienced bus drivers; develops and may conduct required training and drills for pupils; in the role of driver instructor, evaluates driver performance; maintains liaison with the School Bus Representative of the California Highway Patrol; maintains records pertaining to bus driver qualifications; committed to teamwork and collaboration to provide optimum services for pupils, staff, and community; and performs other duties as assigned.

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### **Essential Functions**

- Adheres to all applicable rules, regulations, and laws for the purpose of assisting supervisor.
- Assists in investigations of accidents and incidents involving District buses for the purpose of assisting supervisor.
- Conducts classroom training and instructs bus drivers in the performance of their duties for the purpose of assisting supervisor.
- Inspects and approves bus stops, loading zones, roadway, and bus maneuvering restrictions for the purpose of safety.
- Monitors field operations for safety compliance and service performance for the purpose of communicating with staff.
- Plans, develops, implements, and reviews the school bus evacuation program and oversees drivers in evacuation procedures for the purpose of safety.
- Prepares and maintains records as required by the department, District, federal, and state laws for the purpose of safety.
- Reads And Interprets all applicable rules, regulations and laws for the purpose of supporting staff in the completion of their work activities.
- Recruits bus driver trainees for the purpose of assisting supervisor.
- Reviews and evaluates driver knowledge and performance; and identifies drivers displaying unsatisfactory or marginal skills for the purpose of assisting supervisor.
- Serves as a school bus driver transporting pupils/passengers over all scheduled routes and on special excursions; and operates various types of buses for the purpose of assisting supervisor.
- Teaches/enforces school bus regulations and safety procedures with bus drivers and pupils/passengers for the purpose of providing information for follow-up action and/or proper procedures.

### **Other Functions**

- Assists other personnel, as may be required, for the purpose of supporting them in the completion of their work activities.
- Participates in meetings, workshops and seminars for the purpose of conveying and/or gathering information required to perform functions.

**Job Requirements: Minimum Qualifications**

**Skills, Knowledge and Abilities**

SKILLS are required to perform single, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operate all vehicle types, with no limitations (except automatic transmission only); maintain proficiency in bus driving; apply interpersonal skills which reflect patience, tact, and courtesy; work with drivers, parents, pupils, school staff, and transportation department personnel and maintain cooperative and effective relationships with those contacted in the course of work; communicate and interact effectively and professionally under pressure.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: knowledge of laws and regulations applicable to the operation of vehicles and personnel involved in the transportation of pupils; safe driving practices and procedures, first aid, universal precaution procedures, and operation of two-way radio system.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and consider a variety of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using a variety of processes. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize a variety of job-related equipment. In working with others, independent problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific abilities required to satisfactorily perform the functions of the job include: good driving record and maintain the following documents: California Commercial Driver License Class A or B with "Air Brake" and "Passenger" endorsements; California School Bus Driver Certificate with no limitations (except "Automatic Transmission Only"); and Medical Examiner's Certificate. Must be able to traverse 12.5-inch aisles on school buses. Must be able to kneel, squat, bend, climb, twist, and safely enter/exit a school bus through the emergency exits.

**Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods; directing other persons within a small work unit; and tracking budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to significantly impact the Organization's services.

**Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 70% sitting, 15% walking, and 15% standing. The job is performed under minimal temperature variations and some hazardous conditions.

**Experience** Job related experience with increasing levels of responsibility is desired.

**Education** Targeted job related education that meets organization's prerequisite requirements.

**Required Testing**

Pre-Employment Drug Screening  
Pre-Placement Physical Exam

**Certificates & Licenses**

California Commercial Driver License Class A or B with "Air Brake" and "Passenger" endorsements  
California School Bus Driver Certificate with no limitations (except "Automatic Transmission Only")  
Medical Examiner's Certificate

**Continuing Educ. / Training**

Maintain Certification(s)

**Clearances**

Criminal Justice and FBI/Fingerprint Clearance

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**FLSA Status**

Non Exempt

**Approval Date**

12/12/2012

**Salary Grade**

Clsfd 26