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<b>Position:</b>	Driver Instructor	<b>FLSA:</b>	Non-Exempt
<b>Department:</b>	Transportation Department	<b>Salary Grade:</b>	17
<b>Reports to/Evaluated by:</b>	Driver Instructor Coordinator	<b>Salary Schedule:</b>	Classified Management

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**SUMMARY**

Plans, prepares, and conducts individual and group training programs for school bus drivers. Drives a school bus over designated routes for the purpose of transporting students to and from school and on special trips.

**NATURE AND SCOPE**

Under the general supervision of the Transportation Supervisor. Exercises independent judgment and discretion when developing instructional programs. Instructs school bus drivers in practical exercises and in a classroom, ensuring compliance with state certification standards. Ability to monitor a variety of details within established policies, regulations, codes and guidelines is critical to student and school bus driver safety. Work contacts extend beyond peer group to other District staff, outside agencies and the general public.

**DISTINGUISHING CHARACTERISTICS**

This is a mid-level non-management position in the Transportation department. Requires specialized training and experience. Advancement to the Transportation Router, Dispatcher or a supervisory position, will require formal transportation management training and/or experience.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Performs all of the duties of a School Bus driver. In addition, performs the following duties related to the training and certification of bus drivers for the District:
- Plans and organizes a school bus driver training program in compliance with California State laws and District policies and procedures. Instructs prospective and new school bus drivers in the proper methods of operating and maintaining a school bus in a safe and efficient manner. Plans and oversees school bus evacuation drills. Arranges written and driving tests required for driver certification.
- Develops and conducts a program for reviewing and upgrading performance of school bus drivers, preparing performance evaluations based on check rides. Conducts classroom instruction programs. Recommends to individual drivers improvements for their driving and safety techniques. Provides retraining.

- Arranges and conducts safety meeting for school bus drivers. Arranges and attend other meeting. Maintains familiarity with the different types of district busses. Maintains accurate records concerning driver performance, in-service training hours, bus operation, and related matters.

## **QUALIFICATIONS**

**Knowledge and Skills:** Requires a thorough knowledge of the goals and objectives of the school bus drivers training program plus the methods and techniques of training and evaluation. Requires a thorough knowledge and understanding of safe bus driving practices. Requires a thorough understanding of bus operation and safety sufficient to recognize problems and take appropriate action. Must have a thorough understanding of State laws, rules and regulations and Education Code sections pertaining to school bus operations and pupil transportation. Must know and understand how to apply first aid practices. Requires strong communication skills in order to teach as well as carry out the normal range of communications associated with school bus drivers.

**Abilities:** Requires the ability to plan, develop and implement school bus driver training programs. Must be able to train and assist in the evaluation of school bus drivers. Must be able to drive a school bus safely and efficiently while keeping to well established schedules. Requires the ability to maintain order among students, both while driving and at bus stops. Must be able to recognize malfunctions in equipment and take appropriate action. Requires the ability to maintain the assigned vehicle in clean and safe operating condition. Must administer first aid to ill or injured students. Must learn designated bus route, including stops and traffic hazards. Must be able to perform routine, repetitive tasks on a continuous basis and to sit for prolonged periods of time. Requires the ability to maintain required records. Requires the ability to communicate effectively with bus drivers in a student mode, peers, pupils, parents and members of the general public. Requires arm-hand and leg-foot dexterity to drive bus. Requires visual acuity including depth perception. Requires the ability to sit for extended periods of time. Requires hearing sufficient to be aware of traffic and road distractions/conditions and listen to children.

**Education and/or Experience:** High School diploma or equivalent required. Successful completion of 20 hours of classroom instruction related to skills and safety requirements for driving a school bus and successful completion of 20 hours of instruction behind the wheel of a school bus required. Requires 5 years experience in safely operating school buses plus training in instruction, training or a related area.

**Licenses and Certificates:** Requires valid Commercial Driver's License; medical examination card; valid California Special Driver Certificate with School Bus endorsement and valid ARC First Aid Certificate. Must be able to obtain a California State Department of Education School Bus Driver's instruction certificate.