

Bus Driver Instructor/Safety Officer

Purpose Statement

The job of Bus Driver Instructor/Safety Officer is done for the purpose of providing support to the educational process with specific responsibilities for developing and providing classroom instruction and behind the wheel training of applicants and bus drivers; addressing school bus regulations and safety procedures; promoting safe driving habits for operators of school buses and transportation vehicles; identifying training requirements; and maintaining required documentation for audit in compliance with state certification and district/state/federal requirements. Persons in this classification are occasionally required to perform the functions of a school bus driver and/or dispatcher.

This job reports to Assigned Supervisor

Essential Functions

- Coordinates and conducts classroom and behind-the-wheel bus driver training program for the purpose of presenting, reinforcing and/or developing bus driver skills as mandated by the state department of education.
- Assists in a variety of transportation activities and programs for the purpose of providing information and/or recognition while ensuring department needs are met.
- Collects and reports the performance of delegated behind-the-wheel trainers, bus drivers, transportation vehicle drivers and driver applicants to assigned supervisor for the purpose of ensuring that basic driving skills levels are met in compliance with state certification requirements.
- Provides information to bus drivers, transportation vehicle drivers, driver applicants and the District (regarding rules, regulations, laws, procedures, etc.) for the purpose of conveying information.
- Inspects school buses for the purpose of determining that there are no mechanical faults in order to meet safety regulations.
- Responds to transportation related accidents in consultation with the area California Highway Patrol (CHP) school pupil safety officer for the purpose of evaluating and improving driver safety through training.
- Monitors student behaviors and other passengers during transit for the purpose of ensuring the safe transportation of all passengers and followings regulations.
- Oversees bus driver licensing, training requirements and certificate status of bus drivers for the purpose of ensuring compliance with regulatory requirements.
- Participates in unit meetings, in-service training, workshops, etc. for the purpose of conveying and/or gathering information required to perform job functions.
- Performs functions of a school bus driver and/or dispatcher as needed for the purpose of meeting the District's transportation service needs.

- Prepares and maintains a variety of manual and electronic documents and reports for the purpose of providing information and/or training information to bus driver, other District personnel and outside agencies as required by established policies and/or regulatory guidelines.
- Responds to emergencies and inquiries from a variety of sources regarding bus and student transportation issues for the purpose of taking the appropriate action to resolve immediate safety and/or security concerns.
- Schedules post-accident training and testing of and/or by non-District personnel for the purpose of ensuring compliance with District policies and established regulatory requirements.

Other Functions

- Performs other related duties as assigned for the purpose of supporting other personnel in the completion of their work activities.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment; using pertinent software applications; operating heavy and light duty vehicles; preparing and maintaining accurate records; operating a two-way radio and standard office machines including a computer terminal; and effective telephone techniques and etiquette.

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 solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: safe driving practices; provisions of the motor vehicle code and the education code applicable to the operation of vehicles transporting school students; state licensing requirements; curriculum requirements for behind-the-wheel; and required in-service/renewal classroom instruction.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use job-related 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 standardized methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize a variety of types of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: providing work directions; writing clear, complete, accurate and logical safety reports and specifications; adapting to changing work priorities; communicating with persons of diverse backgrounds; maintaining confidentiality; working as part of a team; observing legal and defensive driving practices; understanding and carrying out oral and written directions; and analyzing and interpreting specific transportation codes and technical data.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of resources from other work units may be required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, frequent climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 20% sitting, 40% walking, and 40% standing. The job is performed under some temperature extremes and under conditions with some exposure to risk of injury and/or illness.

Experience: Job related experience with increasing levels of responsibility is required.

Education (Minimum): Targeted, job related education with study in job-related area.

Equivalency: Any combination of training, experience, and/or education equivalent to: graduation from high school with the addition of any combination of formal and informal training, experience, and education in the areas of driver safety programs, transportation dispatch, training and development and five (5) years of experience in bus transportation.

Required Testing

Random Drug and Alcohol Testing

Continuing Educ. / Training

Maintains Certificates and/or Licenses
District Mandated Training

Certificates and Licenses

Bus Driver Certificate
Bus Driver Instructor Certificate with No Instructional
Limitation
Valid Driver's License

Clearances

Criminal Background Clearance
Pre-Employment Drug Testing
Current DMV H6 Driving History Report
Tuberculosis Clearance

FLSA Status

Non Exempt

Approval Date

December 14, 2021

Revised Date

Salary Grade

Range 7