

School Bus Driver/Delegated Behind the Wheel Trainer

Purpose Statement

The job of School Bus Driver/Delegated Behind the Wheel Trainer is done for the purpose of providing support to the educational process with specific responsibilities for assisting State Certified School Bus Instructor on behind-the-wheel training of pre-service applicants and in-service bus drivers; assisting in school bus accidents; performing routine checks of vehicles for safety and cleanliness to ensure safety of students during transport, loading and unloading from buses; and transporting students over scheduled routes and/or to/from special excursions, including students with physical and and/or mental challenges.

This job reports to Assigned Supervisor

Essential Functions

- Assists the state-certified School Bus Instructor to conduct the behind-the-wheel training for pre-service bus/van driver applicants and in-service for current drivers of the District for the purpose of developing and reinforcing the basic safe driving skills to meet state certification requirements.
- Prepares new drivers to take pre-trip inspection and driving test at CHP and reviews with current drivers for the purpose of ensuring the compliance with regulatory requirements for the School Bus Certificate renewal.
- Attends unit meetings, in-service training, workshops and participates in training demonstrations for the purpose of gathering information required to perform job functions and assisting driver training.
- Conducts behind-the-wheel and inspection training for new drivers with properly demonstrated techniques for the purpose of ensuring the safety rules/regulations are followed and proper driving habits are acquired in transporting students.
- Conducts emergency evacuation and bus safety training drills for the purpose of ensuring safety and efficiency of procedures and complying with mandated requirements.
- Documents observations and/or incidents during driver training for the purpose of communicating information to State Certified Instructor and assigned administrator for evaluation and action.
- Monitors and assists students and other passengers during loading and unloading from buses for the purpose of providing safeguard during normal transport and emergency situations.
- Cleans and disinfects assigned vehicles, both interior and exterior, for the purpose of maintaining occupant health and safety.
- Prepares reports for the purpose of documenting activities, providing written reference, conveying information, and/or complying with legal requirements and established guidelines.
- Responds to inquiries from drivers for the purpose of providing the necessary information regarding transportation services to enhance driving safety and skills.
- Drives a school bus for the purpose of transporting students over scheduled routes to and from District activities and events in a safe and timely manner.

Other Functions

- Performs other related job 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 multiple tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; administering first aid; applying pertinent codes, policies; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and analyzesituations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: emergency evacuation techniques; area streets and locations; minor vehicle repair; first aid; health standards and hazards; pertinent codes, policies, regulations and/or laws; safe driving practices; safety practices and procedures; two way radio communication; utilizing wheelchairs, tie downs, child safety seats, lifts; and bus driving training methods.

ABILITY is required to schedule activities, meetings, and/or events; gather and/or collate 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 a variety of standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with similar types of data; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans. Specific ability based competencies required to satisfactorily perform the functions of the job include: being attentiveto detail; communicating with diverse groups including school age riders; displaying tact and courtesy; establishing and maintaining effective working relationships; exercising sound judgment; maintaining an understanding of the special needs of students and their parents; maintaining confidentiality; evaluating training results; and instructing others orally.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to significantly 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, significant stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 30% sitting, 30% 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 is required.

Education (Minimum): High school diploma or equivalent.

Required Testing

Random Drug and Alcohol Testing

Continuing Educ. / Training

Maintains Certificates and/or Licenses
District Mandated Training

Certificates and Licenses

Delegated Behind the Wheel Trainer Certificate
School Bus Driver Certificate
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

Salary Grade

Range 5

Revised Date