

DRIVER TRAINER

DEFINITION

Under general supervision, evaluates drivers' knowledge and skills and ensures their proper bus driving performance at proper standards of efficiency, safety, and legality; maintains a variety of records and files related to this work; coordinates schedules for driver training; organizes and conducts classroom and behind-the-wheel training and refresher training for District school bus drivers; and performs related work as required.

LICENSE REQUIRED

Possession of a valid and appropriate California Class BPS driver's license.

Possession of a valid School Bus Driver's certificate.

Possession of a valid Driver/Trainer Instructor's certificate with no restrictions.

Possession of a valid California Highway Patrol's First Aid certificate or Red Cross standard First Aide certificate.

Possession of a recent (30 days) Department of Motor Vehicle (DMV) driving record.

Possession of a valid Red Cross standard CPR certificate is desirable.

EXAMPLES OF DUTIES

Plans, schedules and conducts driver training for all new employees which includes classroom and behind-the-wheel training in operation and safety. *E*

Drives a school bus over designated routes in accordance with time schedules, picking up and discharging students. *E*

Maintains records for all licensed drivers of the department in accordance with state regulations. *E*

Plans, schedules, and conducts classroom training and behind-the-wheel evaluation of driving skills for current employees for required in-service renewal of license. *E*

Conducts observations in the field. *E*

Conducts and/or Attends meetings regarding new laws and training requirements. *E*

Consults with parents, teachers, and students on questions of transportation and riding safety. *E*

Schedules appointments for driver physicals. *E*

Checks vehicle cleanliness, daily reports, and vehicle safety inspections. *E*

Operates District vehicles. *E*

EXAMPLES OF DUTIES (cont.)

Assists Bus Dispatching Supervisor with work overload and substitutes for Bus Dispatching Supervisor when he/she is absent. *E*

Evaluates drivers' performance; retrain drivers. *E*

Performs related work as required.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Provisions of the California Motor Vehicle Code and the Education Code applicable to the operation of vehicles in the transportation of students;
2. District policy and procedures;
3. Record keeping;
4. General principles of supervision and training; and
5. Appropriate safety precautions and procedures.

Ability to:

1. Train school bus drivers;
2. Pass physical examination as prescribed by the state;
3. Maintain records;
4. Supervise the work of others;
5. Operate all department vehicles observing legal and defensive driving practices;
6. Understand and carry out oral and written instructions;
7. Establish and maintain effective relationships with those contacted in the course of work; and
8. Maintain work pace appropriate to given workload.

EDUCATION

Completion of driver/trainer instructor course.

Successful completion of the examination for school bus drivers by the California State Highway Patrol.

EXPERIENCE

Recent successful experience as a school bus driver for five years.

WORKING CONDITIONS

Environment:

Indoor work environment and school bus environment; subject to driving a school bus to conduct work.

Physical Abilities:

Hearing and speaking to exchange information and make presentations; bending at the waist; and lifting, carrying, and pushing objects weighing up to 50 pounds.

Hazards:

Exposure to driving a school bus during congested traffic conditions and abusive or uncooperative individuals.

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