

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 California 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.

Possession of a recent (three year) Department of Motor Vehicle (DMV) driving record with no chargeable accidents.

Possession of a valid Red Cross Standard CPR certificate.

Possession of a high school diploma or general education development (GED) equivalent.

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*

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*

Schedules appointments for driver physicals. *E*

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

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

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

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

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

Assists in the evaluation of drivers' performance; retrain drivers. *E*

Performs related work as required.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Provisions of the California Motor Vehicle Code and the California Education Code Regulations, Title 5, and Title 13 sections related to transportation;
2. District policy and procedures;
3. Personal computer and job-related software programs;
4. Record keeping;
5. General principles of supervision and training;
6. Appropriate safety precautions and procedures;-and
7. Principles, concepts, and techniques of driving, inspecting, and managing passengers on vehicles of appropriate type and size.

Ability to:

1. Provide behind-the-wheel training in the vehicles of appropriate type and size;
2. Demonstrates proper instructional methods, and provide classroom instruction;
3. Read, interpret, and explain laws, regulations, and policies pertaining to transportation;
4. Pass physical examination as prescribed by the state;
5. Operate standard office equipment and personal computer using related software;
6. Maintain records;
7. Operate and communicate via two-way radio;
8. Supervise the work of others;
9. Operate all department vehicles observing legal and defensive driving practices;
10. Communicate effectively and make appropriate decisions;
11. Understand and carry out oral and written instructions;
12. Establish and maintain effective relationships with those contacted in the course of work; and
13. 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;

or

Two years of driving experience as a bus driver in the type of operation the instructor will be employed and three years of experience operating vehicles requiring a Class A or B commercial driver license;

or

Two years of driving experience as a bus driver of the appropriate class in the type of operation the instructor will be employed and one year as an authorized delegated behind-the-wheel trainer of the appropriate class.

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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