

## LA MESA-SPRING VALLEY SCHOOLS

### CLASS TITLE: SCHOOL BUS DRIVER/ASSISTANT TRAINER

#### **BASIC FUNCTION:**

Under the direction of the Supervisor, Transportation, assists the Trainer/Dispatcher in providing classroom instruction and behind the wheel training of applicants and bus drivers; addresses school bus regulations and safety procedures; identifies training requirements; and maintains required documentation for audit in compliance with state certification and district/state/federal requirements; regularly drives a school bus.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Administers basic first aid and CPR as needed.

Assesses incidents, complaints, accidents and/or potential emergency situations.

Assists Trainer/Dispatcher in coordinating a variety of programs.

Assists Trainer/Dispatcher in evaluating all drivers using district vehicles, ensures driver proficiency and manages the Pull Notice Program; evaluates the performance of driver applicants ensuring basic skills levels are met and in compliance with state certification requirements.

Assists Trainer/Dispatcher in maintaining a variety of manual and electronic documents, files and records; documenting activities and/or providing up-to-date reference and audit trail.

Assists Trainer/Dispatcher in overseeing bus departures at certain schools; ensures that loading/unloading sequence is conducted in a safe and orderly manner.

Assists Trainer/Dispatcher in overseeing bus driver licensing, training requirements and certificate status; ensures compliance with all state, federal and administrative requirements.

Assists Trainer/Dispatcher in preparing a variety of documents and reports; documents information as required by established policies and regulatory guidelines and/or conveys information to other parties for follow-up action.

Assists Trainer/Dispatcher in scheduling emergency evacuation drills at all school sites; ensures efficiency of procedures and compliance with mandated requirements.

Assists Trainer/Dispatcher in scheduling training and testing of and/or by non-district personnel; ensures compliance with district policies and established regulatory requirements.

Assists Trainer/Dispatcher in serving as liaison between the Transportation Department and secondary schools; resolves school bus related issues.

Conducts classroom and behind-the-wheel bus driver in-service training; presents, reinforces and/or develops bus driver skills in accordance with state guidelines and mandates.

Informs bus drivers and driver applicants on a variety of topics; provides information and/or clarification of proper procedures.

Inspects student equipment that is secured in bus prior to transport; ensures passenger safety; advises appropriate parties of required corrective follow-up action regarding specific equipment.

Participates in unit meetings, in-service training, workshops, etc. as required; conveys and/or gathers information required to perform job functions.

Performs all the functions of a school bus driver, meeting the district's transportation service needs.

Reports observations and/or incidents; communicates information to appropriate personnel for their action.

Responds to inquiries from students, parents, and/or staff; provides necessary information regarding transportation services.

##### **OTHER DUTIES:**

Performs related duties as assigned.

#### **KNOWLEDGE AND ABILITIES:**

KNOWLEDGE OF:

Curriculum requirements for behind-the-wheel and driver classroom bus training and refresher classes.  
Principles and practices of instructional training.  
Safe and defensive driving practices.  
Proper operation of school buses.  
Applicable traffic and student transportation laws, codes and regulations including Title 13.  
Federal motor vehicle safety standards.  
Basic first aid, CPR & AED procedures.  
Basic records-keeping techniques.  
Interpersonal skills using tact, patience and courtesy.  
Health and safety regulations.  
Oral and written communication skills.  
Street conditions and roads on designated driving routes.  
Public speaking principles.  
Modern office practices, procedures and equipment.

**ABILITY TO:**

Conduct classes for bus driver trainees and licensed bus drivers.  
Conduct field evaluations of bus driver proficiency.  
Monitor and control student passengers' behavior.  
Drive a school bus safely and efficiently.  
Learn and apply policies and procedures related to student discipline on buses.  
Maintain a safe discipline level among passengers.  
Observe legal and defensive driving practices.  
Learn and follow designated routes.  
Maintain bus in clean and proper working condition.  
Conduct safety inspections and perform routine preventive maintenance.  
Administer first aid, CPR and AED.  
Maintain routine records.  
Understand and follow oral and written directions.  
Communicate effectively with others.  
Meet schedules and time lines.  
Operate a variety of office equipment including a computer and assigned software.  
Make arithmetic computations with speed and accuracy.  
Schedule a number of activities, meetings, and/or events.  
Gather, collate, analyze and/or classify data.  
Interpret, apply and explain rules, regulations, policies and procedures.  
Establish and maintain cooperative and effective working relationships with others.  
Plan and organize work.  
Independently solve problems, analyze issues and create action plans.  
Work as a part of a team.  
Provide leadership and maintain a positive attitude.  
Maintain confidentiality of files, paperwork and related documents.  
Operate a two-way radio.

**EDUCATION AND EXPERIENCE:**

Job related experience within specialized field is required. Completion of twelfth grade or equivalent of education and five (5) years as a school bus driver; OR two (2) years of experience as a school bus driver AND three (3) years of experience driving vehicles that require a class A or B driver's license.

**LICENSES AND OTHER REQUIREMENTS:**

Successful passage of the District's job-related proficiency test.  
Possession of a valid California School Bus Driver Instructor Certificate (within one (1) year of employment).  
California School Bus Drivers Certificate.  
Valid California Class B Driver's License with P/S endorsements.  
Evidence of Insurability.  
Medical Examiner's Certificate.  
Valid First Aid and CPR Certificate issued by an authorized agency.

Annual Driver Proficiency Training.  
CHP and DMV Renewal (5 years)

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor and outdoor environment.  
Seasonal heat and cold or adverse weather conditions.  
Evening or variable hours.  
Exposure to fumes, dust, odors, oil, grease and gases.  
Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

Sitting for extended periods of time while operating buses.  
Hearing and speaking to exchange information and make presentations.  
Reaching, pulling and pushing to open bus doors.  
Bending at the waist, kneeling or crouching to inspect and wash buses.  
Reaching overhead, above the shoulders or horizontally.  
Seeing to monitor passengers and operate a vehicle.  
Lifting moderately heavy objects or children.

**HAZARDS:**

Potential contact with blood and other body fluids.  
Potential contact with blood-borne pathogens and communicable diseases.  
Traffic hazards.

**FLSA Status**  
Non Exempt

**Approval Date**  
2/15/18

**Salary Range**  
Class 52