

LA MESA-SPRING VALLEY SCHOOLS

CLASS TITLE: SCHOOL BUS TRAINER/DISPATCHER

BASIC FUNCTION:

Under the direction of the Supervisor, Transportation, conducts classroom instruction, behind-the-wheel training and on-the-road driving skills evaluation of applicants and bus drivers; monitors field operations for safety and service compliance; develops, coordinates and revises regular and special bus routes and schedules; assigns bus drivers to designated routes and for special event trips; performs a variety of administrative support functions for the Transportation department; maintains required documentation for audits in compliance with State certification and District, State and federal requirements; drives a school bus as needed.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Administer basic first aid and CPR as needed.

Assesses and investigate school bus accidents, complaints, emergency situations and other operating incidents involving school buses and respond to staff and public concerns regarding operations safety.

Communicates with drivers, school and office staff regarding schedule or route changes; informs school sites of transportation schedule changes; serves as a liaison between the Transportation Department and schools to resolving transportation related issues.

Develops, coordinates and revises regular and special bus routes and schedules; maintains the effective and efficient utilization of drivers and vehicles; accommodates changes in passenger load, pick-up points, and safety concerns; enforces compliance of routes and schedules with established policies and procedures.

Drives a school bus over designated routes in accordance with time schedules as needed.

explains and presents State-required course curriculum to new and existing professional School Bus drivers; reinforces instruction to assist drivers in developing appropriate skills in accordance with State guidelines and mandates; prepares drivers for California Highway Patrol-administered written exam.

Inspects student equipment that is secured in bus prior to transport such as car seats, wheelchairs, restraints; assure passenger safety during transport and advise appropriate parties of required corrective follow-up action regarding specific equipment.

Monitors performance of bus drivers and applicants; maintains and oversees bus driver licensing, training requirements and certificate status including driver's licenses, physicals, drug screenings, CPR/First Aid expirations, special certificates, medical card, driver proficiency records and employment records; tracks and records State-required in-service hours as required.

Operates a variety of office and classroom equipment including a calculator, projector, copier, camera, fax machine, computer and assigned software.

Performs a variety of administrative support functions for the Transportation department including answering telephones and responding to inquiries and special requests; sends and receives emails; directs inquiries to the appropriate department or person as needed; provides or verifies information; responds to parent, staff and student questions regarding transportation program; resolves pupil transportation issues and concerns.

Performs classroom, workshop and behind-the-wheel instruction and testing for Bus Drivers and operators of commercial motor vehicles;

Performs in-the-field monitoring of fleet operations and service performance; monitors bus maintenance schedules; prioritizes bus assignments to minimize disruption of services; assures proper assignment of drivers.

Prepares and maintains a variety of logs, lists, records, maps, reports and files related to driver training, licensing and pupil transportation; maintains required records for accidents and incidents.

Schedules and dispatches bus drivers and vehicles; establishes routes and schedules in accordance with established guidelines; reviews routes and schedules to accommodate changes; updates route sheets for drivers.

Schedules training and testing of school bus drivers; performs and documents on-the-road driving skills evaluations of bus drivers and operators of commercial motor vehicles in compliance with safety practices, departmental policies, State codes and regulations.

Trains and provides work oversight to assigned staff.

OTHER DUTIES:

Attends, coordinates, and participates in meetings, in-service trainings, workshops and conferences.

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Curriculum requirements for behind-the-wheel and driver classroom bus training and refresher classes.
Routing techniques and scheduling of employees.
Principles and practices of transportation planning and dispatching transportation vehicles.
Principles and practices of instructional training.
Safe and defensive driving practices.
Proper operations 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 record-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.

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.
Plan, coordinate and develop bus routes and schedules.
Assign bus drivers to designated routes and special event trips.
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.
Maintain routine records.
Understand and follow oral and written directions.
Communicate effectively with others
Meet schedules and timelines.
Operate a two-way radio.
Operate a variety of office equipment including a computer and assigned software.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school or equivalent GED and five years bus driving experience including responsibility for planning and scheduling bus routes.

LICENSES AND OTHER REQUIREMENTS:

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

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

Approval Date

Non Exempt

3/01/08; 2/23/09; 10/29/15 (Driver-Trainer-Dispatcher), 9/28/17, 2/18/20