

MOUNTAIN VIEW SCHOOL DISTRICT

BUS DRIVER/TRAINER

DEFINITION

Under general supervision, to plan, coordinate and organize a classroom and behind the wheel bus driver training program; to review and evaluate bus drivers driving skills to ensure that a high standard of performance is maintained; to drive a bus on assigned routes; and to do other related work as required.

ESSENTIAL DUTIES

1. Plans, develops and implements training programs for bus drivers to ensure that safe driving practices are in adherence to District and State transportation policies, rules and regulations.
2. Counsels and assists new drivers concerning student behavior management and other pupil transportation related problems and situations.
3. Assists in the selection and the performance evaluation of bus drivers driving skills.
4. May drive a bus over a designated route in accordance with a specified time schedule.
5. Rides with bus drivers and evaluates new bus stops or changes in routes, and reports observations of overhanging branches, view obstructions and reports road hazards to appropriate agencies.
6. Recommends the assignment of drivers in order to maximize the utilization of equipment and personnel.
7. Performs dispatching functions and activities, that involves student pick-up assignments, route alterations and updating, and revising student transportation records and files.
8. Prepares or assists in the preparation of various management reports pertaining to student transportation, that may include cost analyses and projections.
9. Develops, compiles and maintains a variety of bus driver records, including license and certificate expirations, medical expirations and advance training hours required for the renewal of the bus driver certificate.
10. Plans, develops and conducts school bus driver certificate renewal training programs.
11. Conducts safe driving and safe working methods and procedures training programs.
12. May conduct bus inspections with bus drivers and reports damage, vandalism, malfunctions and defects.

QUALIFICATIONS

Knowledge of:

1. Principles, methods, techniques and strategies for the training of school bus drivers.
2. Provisions of the California Motor Vehicle Code, Title 13, and the Education Code applicable to the operation of vehicles in the transportation of students and in the training of school bus drivers.
3. Methods, procedures and techniques related to a large pupil transportation operation.
4. Safe driving practices and methods.

Ability to:

1. Plan, develop and implement bus driver training and safety programs.

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2. Assist in the planning and organization of effective and efficient bus routes and schedules.
3. Maintain accurate records and be able to prepare complete and comprehensive reports.
4. Communicate effectively in oral and written form.
5. Understand and carry out oral and written directions.
6. Establish and maintain cooperative working relationships.

PHYSICAL DEMANDS

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

1. Persons performing service in this position classification will exert 10 to 20 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.
2. This type of work involves operating a student transportation vehicles, sitting during much of the assignment, but will involve walking or standing for brief periods.
3. Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handle and work with various materials and objects are important aspects of this job.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

EXPERIENCE AND EDUCATION

Any combination of experience and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be:

Experience:

Three years of experience in the operation of a school bus, including one year involved with a school bus driver training program.

Education:

Equivalent to the completion of the twelfth grade, supplemented by training or coursework pertaining to school bus driver training.

LICENSE AND CERTIFICATE REQUIREMENTS

1. Possession of a valid Class II, California Motor Vehicle Operator's License.
2. Possession of a School Bus Driver's Certificate issued by the California Highway Patrol, including a First Aid Certificate with CPR certification.
3. Possession of a State Department of Education Driver Instructor Certificate.

CONDITION OF EMPLOYMENT

1. Insurability by the District's liability insurance carrier.

Salary: Class 25 of the Classified Salary Schedule

Board Approved: March 7, 1996