

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	School Bus Driver Instructor	CLASSIFICATION:	Classified Non-Management (SEIU/Operations Support)
SERIES:	None	FLSA:	Non-Exempt
JOB CLASS CODE:	0904	WORK YEAR:	12 Months
DEPARTMENT:	Transportation Services	SALARY:	Range 49 Salary Schedule C
REPORTS TO:	Assigned Supervisor	BOARD APPROVAL:	09-20-66
		BOARD REVISION:	10-29-73 05-11-81 11-10-73 03-01-94 <u>02-05-76</u>
		HR REVISION:	04-26-12

BASIC FUNCTION:

Perform routine, complex transportation work, and plan and conduct an overall school bus driver and bus attendant training program; coordinate bus driver and bus attendant safety programs; assist in the investigation of accidents involving a school bus; prepare records and reports on training activities including original trainee records and ongoing records for all school bus drivers pursuant to requirements mandated by law; and operate a school bus as required.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)

Plan and conduct an overall school bus driver training program in accordance with the Department of Education guidelines to include in-service, classroom, and behind-the-wheel instruction for both new and renewal drivers. **E**

Prepare records and reports on training activities including original trainee records and ongoing records for all school bus drivers pursuant to requirements mandated by law; operate a school bus on an assigned route as required. **E**

Schedule and conduct specialized transportation workshops. **E**

Screen new driver applications, schedule interviews, conduct a drive test, and make recommendation of applicant's competence. **E**

Provide assistance for new applicants to obtain a commercial license, school bus certificate, first aid card, medical certificate, and background investigation; coordinate interviews with the California Highway Patrol. **E**

Research and develop new instructional materials to teach in addition to teaching the required Department of Education course. **E**

Interpret statutes, guidelines, and regulations; maintain current knowledge to assure that safe driving practices are in compliance with laws, regulations, codes, and district policies related to student transportation. **E**

Communicate questions, concerns, and information between administrators, state agencies, dispatch, and bus drivers. **E**

Supervise driver trainees during all phases of the training program; provide daily assistance, and counsel assigned school bus drivers on mandatory inspection and operation procedures. **E**

Schedule, demonstrate, and supervise Head Start Program and pre-kindergarten through twelfth grade students in school bus emergency evacuation procedures as required. **E**

Perform driver improvement evaluations; inspect route and school bus stop; respond to route and bus stop complaints. **E**

Maintain mandated driver training records and files; coordinate all training, testing, and license requirements with the California Highway Patrol and Department of Motor Vehicles. **E**

Assist in investigations of school bus accidents and incidents. **E**

Operate a school bus on an assigned route when required; utilize two-way radio communications; attend safety meetings, workshops, and conferences. **E**

Inspect and authorize school pupil activity (SPAB) bus vehicles, equipment, and drivers' current credentials. **E**

Operate a computer, related software, and standard office equipment; perform basic clerical tasks and other related duties; lift and carry moderately heavy objects. **E**

Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Perform related duties as assigned.

TRAINING, EDUCATION, AND EXPERIENCE:

Any combination equivalent to: graduation from high school, and four years of experience as a school bus driver, or two years of such driving experience and two years equivalent experience driving vehicles requiring a Class A or B license, or possess a current School Bus Driver Instructor Certificate.

LICENSES AND OTHER REQUIREMENTS:

Hold a valid California Class A or B driver's license; provide proof of insurance; employee entrance evaluation (lifting test); Department of Transportation drug and alcohol testing; possession of a current unrestricted School Bus Driver's Certificate; and a valid School Bus Driver Instructor's Certificate (or meet the qualifications for attending the instructor's course). Overall scores in computer software testing program preferred as follows:

- Word.....80% Overall Score
- Excel.....80% Overall Score

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Principles and methods of school bus driver training.
- Provisions of the Motor Vehicle Code, Education Code, Health and Safety Codes, and California Highway Patrol Regulations applicable to the operation of school buses and driver training requirements for student transportation.
- Safe driving practices, procedures, and techniques.
- Clerical and record-keeping procedures.
- Safety and maintenance requirements of bus equipment.
- Emergency bus evacuation procedures.
- Safety rules, regulations, and safe driving practices.
- Local geography of metropolitan area.
- Two-way radio systems.
- First aid practices.

Operation of a computer, related software, and standard office equipment.
Health and safety regulations.

ABILITY TO:

- Perform the basic function of the position.
- Maintain records, and prepare complete and concise reports.
- Conduct a bus driver and bus attendant safety program.
- Operate a school bus, exercising good judgment and extreme caution.
- Comply with all vehicle codes.
- Train and evaluate the work of school bus drivers.
- Understand and follow oral and written directions.
- Establish cooperative working relationships with others.
- Work independently with minimal supervision to meet schedules and timelines.
- Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.
- Operate a computer, related software, and standard office equipment.
- Lift and carry moderately heavy objects according to safety regulations.
- Meet state and district standards of professional conduct as outlined in Board Policy.

WORKING CONDITIONS:

SAMPLE ENVIRONMENT:

Indoor, outdoor, and school bus environment; drive in various road and weather conditions; noise.

SAMPLE PHYSICAL ABILITIES:

Hear and speak to exchange information; dexterity of hands and fingers to operate a computer, secure wheelchairs, and assist students; see to monitor student activities and view a computer monitor; sit for extended periods of time when operating a transportation vehicle; walk and step up/down or stand for extended periods of time; bend at the waist, and reach overhead, above the shoulders, and horizontally; lift, carry, push, and/or pull moderately heavy objects and materials.

SAMPLE HAZARDS:

Traffic hazards when stopping traffic and escorting students across streets; exposure to bus fumes; health and safety hazards; occasional contact with dissatisfied or abusive individuals.

APPROVALS:

Jess Serna, Chief Human Resources Officer

Date

Jonathan P. Raymond, Superintendent

Date