

VISTA UNIFIED SCHOOL DISTRICT

BUS DRIVER TRAINER

Purpose Statement

The purpose of a Bus Driver Trainer is to provide support within the student transportation services area with specific responsibilities for classroom instruction and behind the wheel training of bus drivers and bus driver applicants; addressing school bus regulations and safety procedures; identifying training requirements; and maintaining required documentation for audit in compliance with state certification and district/state/federal requirements. Persons in this classification are frequently required to perform the functions of a Bus Driver.

This job reports to the Transportation Operations Supervisor.

Essential Functions

- Assists in planning bus routes and bus stops (e.g., rides with drivers observing the need for new bus stops or changes in routes; recommends bus routes and the assignment of drivers, etc.) for the purpose of effectively and efficiently maximizing the utilization of equipment and personnel.
- Assists with personnel administrative functions (e.g. interviewing, training, overseeing, providing performance feedback, providing professional development opportunities, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel, and ensuring program outcomes are achieved.
- Attends meetings, workshops, and/or in-service training for the purpose of conveying and/or gathering information required to perform functions.
- Communicates with administrators and staff for the purpose of maintaining services and programs, coordinating activities, resolving issues and conflicts, and exchanging information.
- Conducts bus inspections with Bus Drivers for the purpose of reporting damage, vandalism, malfunctions, and/or defects.
- Conducts classroom school bus driver certificate renewal training programs for the purpose of presenting, reinforcing, and/or developing bus driver skills.
- Coordinates the annual inspection of fire extinguishers and assures the first aid kits are maintained with required units for the purpose of ensuring all emergency equipment is in place and operable.
- Develops and implements training programs for Bus Drivers and Transportation Assistants for the purpose of providing support with student behavior management issues and situations, and ensuring that safe driving practices are adhered to in accordance with Federal, State, and District transportation laws, policies, rules, and regulations.
- Drives buses of varying sizes and complexity over designated routes for the purpose of meeting the district's transportation service needs.
- Maintains manual and electronic documents, files and records (e.g. daily count, mileage records, student count, etc.) for the purpose of documenting activities and/or providing an up-to-date reference and audit trail.
- Oversees bus driver licensing, training requirements, and certificate status (e.g. driver's licenses, physicals, drug screenings, CPR/First Aid, etc.) for the purpose of maintaining a continuous liaison with highway patrol relative to bus driver license and renewal requirements.
- Prepares and maintains a variety of bus driver records (e.g. driver license and certificate expiration, medical expiration, training hours required, etc.) for the purpose of ensuring drivers meet requirements for renewal of bus driver certificate, and for meeting requirements of the District and State Transportation policies, rules and regulations.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include:

- adhering to safety practices;
- applying job-related codes, regulations, and laws;
- interpersonal skills using tact, patience, and courtesy;
- operating light and heavy duty vehicles;
- operating standard office equipment including using pertinent software applications;
- preparing and maintaining accurate records;
- using Microsoft Office software applications and Google based platforms.

KNOWLEDGE is required to perform basic math including calculations using fractions, percents, and/or ratios; analyze situations to define issues and draw conclusions; present information to others; read a variety of manuals with information pertaining to the position's responsibilities; understand complex, multi-step written and oral instructions; recordkeeping and record retention practices; and write documents following prescribed formats. Specific knowledge based competencies required to satisfactorily perform the functions of the job include:

- business telephone and email etiquette;
- job-related codes/laws/rules/regulations/policies;
- methods of tactful, patient, and courteous interpersonal interactions;
- methods of training;
- modern office practices and procedures;
- principles, methods, and procedures related to a large pupil transportation system;
- principles, methods, techniques, and strategies for the training of school bus drivers;
- provisions of the motor vehicle code and laws applicable to the operation of vehicles transporting school students and in the training of school bus drivers;
- safe driving practices and methods;
- safety and security practices;
- state licensing requirements;
- technical aspects of field of specialty;

ABILITY is required to use basic, job-related equipment; schedule activities, meetings, and/or events; and gather and/or collate data. Flexibility is required to work with others; work with data using specific, defined processes; and operate job-related equipment using defined methods. Ability is also required to work with a significant diversity of individuals; work with data using different but defined processes, and operate job-related equipment using defined methods. Problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include:

- accuracy and attention to detail;
- adapting to changing priorities;
- adhering to safety practices;
- analyzing situations accurately and adopting an effective course of action;
- communicating with diverse groups and individuals;
- displaying mechanical aptitude;
- displaying tact and courtesy;
- establishing and maintaining cooperative and effective working relationships with others;
- maintaining accurate records;
- maintaining confidentiality;
- meeting deadlines and schedules;
- observing legal and defensive driving practices;
- operating a school bus over designated routes;
- organizing tasks;
- planning and organizing effective and efficient bus routes and schedules;
- planning, developing, and implementing bus driver and safety programs;

- providing excellent customer service;
- reading, interpreting, explaining, and following laws, rules, regulations, policies, and procedures;
- reading, writing, and communicating effectively in English;
- setting priorities;
- understanding and following oral and written directions;
- working as part of a team;
- working with detailed information/data;
- working with frequent interruptions.

Responsibility

Responsibilities include: working under limited supervision using standardized procedures; leading, guiding, and/or coordinating others; providing information and/or advising others; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 40% sitting, 30% walking, and 30% standing. The job is performed under some temperature extremes and under conditions with some exposure to risk of injury and/or illness.

Experience: Job related experience is required.

Education: Targeted, job related education with study in job-related area.

Equivalency: High school diploma or equivalent and five years of experience in the operation of a school bus; or two years' experience as a bus driver and three years' operating vehicles requiring a Class A or B commercial driver's license; or two years' experience as a bus driver and one year as a behind-the-wheel trainer including some experience training school bus drivers.

Any other combination of education, training, and experience that could likely provide the desired skills, knowledge, and abilities may be considered.

Retention: In accordance with Education Code 45301, an employee appointed to this class must serve a probationary period of one hundred thirty (130) days of paid regular service (excluding days absent for illness or injury) during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

Required Testing

For those candidates who meet the minimum qualifications, the assessment process will consist of any one or more of the following: Screening for most qualified candidates, Training and Experience Evaluation, a Written Test, a Performance Test, and/or a Qualifications Appraisal Interview.

Continuing Educ. / Training

Maintain certifications and licenses throughout employment.

Certificates and Licenses

Valid California Class A or B commercial driver's license.

School Bus Driver's Certificate issued by the California Highway Patrol.

California Bus Driver Instructor Certification completed within one (1) year of employment.

Valid DMV Medical Card.

Clearances

Fingerprint and Background Clearance

Drug Test

Tuberculosis Clearance

FLSA Status

Approval Date

Salary Grade

Non-Exempt

Established: 11/1987
Revised: 12/10/1996
Revised: 02/05/2019

Classified, Range 51