

CAJON VALLEY UNION SCHOOL DISTRICT

CLASS TITLE: DRIVER INSTRUCTOR

BASIC FUNCTION:

Under the supervision of the Director of Transportation and general direction of the Transportation Operations Supervisor, plan, organize and conduct classroom instruction, behind-the-wheel training for potential school bus/van drivers and on-going training for department drivers; monitor and assess drivers' technical knowledge and skills; perform the duties of a School Bus Driver I.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plan, organize and conduct training for potential drivers which includes 40 hours of classroom and 20 hours of behind-the-wheel training in vehicle operation and safety; schedule and conduct classroom and behind-the-wheel evaluation of driving skills for employees for required in-service renewal of licenses.

Plan and conduct regular training sessions on appropriate topics, including various aspects of passenger and pedestrian safety, pre-trip inspections, etc.; instruct drivers in proper procedures related to the daily operation of vehicles and vehicle evacuation program; oversee drivers in evacuation procedures and safety.

Drive a school bus along a designated route; pick up and discharge students in accordance with time schedules; observe legal and defensive driving practices; assure compliance with applicable traffic and student transportation laws, codes and regulations; provide special care and assistance to students with disabilities, as necessary; administer first aid to students, as required.

Conduct required daily safety inspections of buses; inspect the interior, exterior and engine of vehicles to assure safe operational condition; report mechanical malfunctions or other problems as required; prepare and maintain related records.

Review routes to assure laws and District safety standards are met; assist in planning and scheduling safe routes; ride established routes to check stops for safety and location; assist in the identification and follow-up of safety hazards; investigate school bus accidents and other operating incidents involving school vehicles and respond to staff and public concerns regarding operations safety.

Assist in the coordination and planning of field trip scheduling; utilize maps to determine best routes to special events; assist in assigning drivers and resolving problems.

Provide a minimum of ten hours training for each school bus driver per school year and record such training as it is given; maintain records pertaining to training.

Conduct observations in the field; ride with each driver a minimum of four hours each school year to provide general behind-the-wheel training, assess driving skills and identify skills' deficiencies; communicate any identified drivers' skills deficiencies to supervisor, as necessary.

Maintain a variety of records and files required by the department, district, and state law,

including driving records of transportation personnel; monitor drivers' medicals and schedule appointments for renewal as needed; notify drivers of license and certificate expiration dates; maintain updated driver training manuals and materials related to passenger transportation safety and training.

Properly demonstrate classroom and behind-the-wheel teaching methods, techniques, driving skills and record-keeping requirements necessary to maintain a State certified bus driver instructor certificate of the appropriate class.

Operate general office equipment, including two-way radio, computer and assigned software.

Attend meetings regarding new laws and training requirements, as required; conduct meetings of drivers to discuss new laws, training requirements, safety and vehicle operations.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Applicable laws, regulations, policies and procedures related to the transportation of school-age children, including the California Vehicle Code, California Education Code, California Code of Regulations, Title 5 and Title 13.

California Highway Patrol School Bus Drivers and Carriers Handbook.

Instructors manual for California school bus drivers training course.

Safety and efficiency in the operation of all types of vehicles used in transporting school-age children

Providing classroom instruction to groups of individuals.

Curriculum requirements for behind-the-wheel and driver classroom bus training and refresher classes.

Operation of a bus.

Street conditions and roads on designated driving routes.

Proper use of street maps.

CPR/first aid practices and techniques.

Computerized recordkeeping procedures.

Basic record-keeping.

Concepts of the appropriate discipline and control of students.

Appropriate safety precautions and procedures.

ABILITY TO:

Read, interpret, explain and apply rules, regulations, policies and procedures applicable to the transportation of school-age children.

Schedule, coordinate and conduct all driver training programs, including vehicle evacuation training.

Provide quality classroom instruction and behind-the-wheel training for driver trainees and licensed School Bus Drivers.

Evaluate drivers' skills and take proper steps to provide direction and training in correcting deficiencies.

Instruct others in an interested and meaningful manner.
Drive each type of vehicle used for transporting school-age children proficiently and safely.
Operate a vehicle observing legal and defensive driving practices.
Monitor student passengers' behavior and enforce rules necessary to maintain safe passenger environment.
Maintain vehicle in a clean and safe condition.
Establish and maintain effective working relationships with others.
Make appropriate decisions.
Maintain a variety of records associated with job duties and as required by law.
Maintain up-to-date CPR and first aid certificates.
Administer CPR/first aid as required.
Understand and follow oral and written instructions.
Prepare oral and written reports as required, and within prescribed timelines.
Establish and maintain cooperative and effective working relationships with others.
Operate general office equipment, including computer, assigned software and two-way radio.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school or equivalent and five years' experience as a school bus driver in California, including two years of demonstrated experience in planning, development, and implementation of student transportation driver training programs.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class A or B driver's license with appropriate passenger endorsements.
Valid California Special Driver Certificate School Bus.
Valid medical certificate.
Possession of a valid California Bus Driver Instructor Certificate.
Valid unrestricted California driver's license with appropriate passenger and air brake endorsements.
Valid certificate in infant, child and adult cardio-pulmonary resuscitation (CPR) and a certified Multimedia First Aid Card is required from an EMSA certified provider. Online certificates are not accepted.
Must pass a California Highway Patrol First Aid Test.

WORKING CONDITIONS:

ENVIRONMENT:

School bus 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:

Seeing to monitor passengers and operate a vehicle.
Hearing and speaking to exchange information and make presentations.
Sitting for extended periods of time while operating buses.
Dexterity of hands and fingers to operate a bus and computer keyboard/mouse.
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.

Lifting, carrying, pushing or pulling up to 50 pounds, frequently lift and/or move up to 100 pounds and occasionally lift more than 100 pounds.

NOTE:

Safety-sensitive job class. Employees in this job class will be subject to random selection for alcohol and/or controlled substance testing.

HAZARDS:

Traffic hazards.

CLEARANCES:

Criminal Justice Fingerprint /Background

Tuberculosis

Pre-placement Physical and Drug Screen