



Teaching • Understanding • Serving • Developing

Date Adopted: 1996

Range: P

Classification: Classified

Job Description

Bus Driver/Delegated Trainer

DEFINITION

Drive a school bus over designated routes, Plan, develop, maintain and continuously upgrade bus driver training of current and new bus drivers. Schedule and supervise behind-the-wheel training. Provide instruction regarding the safe and proper procedures for emergency bus evacuations.

EXAMPLES OF DUTIES – *Not all inclusive*

- Perform all duties as listed in the Bus Driver job description.
- Provide bus driver training, behind-the-wheel, to bus drivers of the district and prospective drivers.
- Maintain records of driver training and written reports.
- Assist in behind the wheel observations and evaluating bus drivers.
- Attend classes as required to maintain a Bus Driver Training Certificate.
- Radio dispatching duties as assigned.
- File vehicle work orders.
- Conduct emergency evacuation drills.
- Performs other duties as assigned.
- Assist with “In-Service” training for drivers of the district.

QUALIFICATIONS

- Possession of a high school diploma or general education development (GED) equivalent.
- A driving record without a chargeable accident in any vehicle within three years immediately preceding the date of selection as a Delegated Behind-the-Wheel Trainer.
- Written assessment and completion of a driving test and a Behind-the-Wheel training performance test.

Knowledge of:

- State laws and regulations regarding school transportation.
- State bus driver training requirements and regulations.

Ability to:

- Incorporated within one or more of the previously mentioned performance responsibilities, which are essential functions of this description, are the following essential physical requirements:
 - Ability to sit for extended periods of time.
 - Ability to walk and ascend and descend steps.
 - Ability to meet physical requirements for the purpose of obtaining the appropriate special driver certificate, Class B-P.
 - Ability to hear and understand speech at normal levels.

- Ability to communicate so others will be able to clearly understand routine instructions and emergency directions.
- Ability to bend, twist, kneel, stoop, reach and perform all ranges of motion necessary in the operation of all types of school buses.
- Ability to lift 80 pounds for the purposes of passenger assistance, emergency evacuation, to move/manipulate large bus tires for emergency change and repair at roadside if necessary, install snow chains.
- Ability to drive a school bus on district routes or school activity trips as necessary.

Experience and Training

- Possession of California Special Driver Certificate and Commercial Drivers License, Class B-P.
- Must have or obtain within 90 work days certification by the State Department of Education as a Delegated Behind-the-Wheel Trainer.
- Three years of successful school bus driving experience.

Conditions of Employment

- Fingerprint clearance by both Federal Bureau of Investigation and the California Department of Justice.
- Pre-placement medical examination
- Commercial Drivers medical clearance
- Pass drug screen
- California Commercial Drivers License B-P
- This position has a probationary period of 120 days