

TORRANCE UNIFIED SCHOOL DISTRICT

CLASS TITLE: TRAINER-SCHOOL BUS DRIVER

BASIC FUNCTION:

Under the direction of an assigned supervisor, plan, prepare, implement and evaluate new driver training and in-service programs; plan bus routes, schedules and stops; coordinate driver and bus assignments with transportation requirements.

REPRESENTATIVE DUTIES:

Plan, prepare, implement and evaluate an extensive program for the training of potential bus drivers; arrange for final testing and licensing; assist supervisor with the selection and evaluation of new drivers. **E**

Conduct in-service training programs for Bus Drivers to assure safe driving practices and bus inspection requirements are adhered to in accordance with District and State transportation policies, rules and regulations; conduct school bus driver certificate renewal training programs. **E**

Regularly observe driver performance by conducting check rides and prepare driver performance reports; assure bus drivers are correctly and completely inspecting buses prior to use. **E**

Schedule and coordinate First Aid classes; confer with school administrators to schedule and conduct evacuation and safety drills. **E**

Remain current concerning California Vehicle Code, Education Code and District policies related to pupil transportation; attend safety meetings and workshops. **E**

Prepare and maintain a variety of bus driver records including vehicle inspection and operation, number of pupils transported, mileage and driving hours, drivers licenses and certificate expiration, medical expiration and training hours required for renewal of the Bus Driver Certificate. **E**

Maintain records and compile reports regarding the maintenance and minor automotive repair of buses and other equipment as assigned; maintain inventory supply. **E**

Train new drivers behind-the-wheel and in classrooms; schedule training and maintain related records; arrange for outside resources as needed. **E**

Drive a school bus over a designated route according to an established time schedule as needed.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Safe driving practices.

California Motor Vehicle Code, Education Code sections and laws applicable to student transportation and to the training of school bus drivers.

Policies, procedures and organization of the District transportation system including rules and procedures for transporting special education students.

City streets and locations.

Basic principles and techniques of training.

Techniques and District policies for controlling and influencing student behavior on a school bus.

Basic first aid practices

Record-keeping techniques.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

- Plan, prepare, evaluate and coordinate new driver training and in-service programs.
- Remain current concerning California Vehicle Code and California Education Code related to pupil transportation.
- Plan bus routes, schedules and stops, coordinate driver and bus assignments with transportation requirements.
- Conduct behind-the-wheel and classroom training.
- Learn the District's geography, including locations of school sites, building at school sites, walking areas, hazard areas and locating of crossing guards.
- Maintain records and prepare reports.
- Communicate effectively both orally and in writing.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Analyze situations accurately and adopt an effective course of action.
- Establish and maintain cooperative and effective working relationships with others.
- Meet schedules and time lines.
- Work independently with little direction.
- Assign and review the work of others.
- Observe legal and defensive driving practices.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and two years experience in the operation of a school bus with a safe driving record.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class B driver's license, School Bus Driver's Certificate, completion of a certified State Department of Education School Bus Driver Instructor's Course; maintain a safe driving record; valid First Aid certificate issued by an authorized agency. Employees in this classification must maintain insurability at the District's standard rate during the term of employment.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor work environment and school bus environment; subject to driving a school bus to conduct work.

PHYSICAL ABILITIES:

Hearing and speaking to exchange information and make presentations, bending, pushing, lifting and moving objects weighing up to 75 pounds, and climbing stairs.

HAZARDS:

Exposure to driving a school bus during adverse weather and traffic conditions, fumes, and abusive or uncooperative individuals.