

East Side Union High School District

JOB TITLE: School Bus Driver Instructor

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

To instruct and train drivers in the safe and proper operation of District school buses/vehicles according to State, Federal, and District regulations and standards; to coordinate and maintain related records and training needs of drivers; and to perform bus driving duties in the transport of students to/from school and other designated sites. Employees in this classification receive general supervision within a broad framework of policies and procedures. Employees in this classification train, direct, and supervise the work of others during training operations. This job class exercises responsibility for ensuring that District bus drivers are properly trained and licensed in the safe and efficient operation of District school buses and other transport vehicles. This job class requires a high degree of technical skills, organizational skills, and communication skills.

SUPERVISOR: Director of Transportation

TYPICAL DUTIES

Instructs, teaches, and trains drivers in the safe and proper operation of District school buses/vehicles according to State, Federal, and District laws, codes, and regulations

Drives a school transportation vehicle within a prescribed route(s) or on field trips to various locations in accordance with time schedules; picking up and discharging students at designated stops/locations

Provides behind the wheel and classroom instruction to District bus drivers and prospective bus drivers

Evaluates driving ability for all school bus drivers/prospective bus drivers; ensuring the proper licensing of all drivers

Teaches State required course for beginning drivers which includes instruction in certification, vehicle components, first aid, emergency procedures, driving fundamentals, defensive driving, discipline of student passenger, and community relations

Arranges for and/or teaches review training for renewal drivers

Familiarizes drivers with all classes of school buses and evaluates driver performance while in training

Establishes and maintains precise records of training and evaluations

Maintains records on drivers, types of vehicles in use, license renewal dates, driving records, physicals, etc. communicates information to drivers as needed

Performs related duties as required

### EMPLOYMENT STANDARDS

Possession of California School Bus Driver Instructor's Certificate

Possession of California School Bus Driver's Certificate

Possession of a valid and appropriate California Driver's License

Possession of a safe driving record

Knowledge of the California State Motor Vehicle Code, the California State Education code, and District policies and requirements relative to the operation of vehicles used in transporting students

Knowledge of proper record keeping functions

Knowledge of first aid practices, procedures, and techniques

Knowledge of safe driving practices

Ability to prepare lesson plans and guides relating to pupil transportation

Ability to effectively train, evaluate, and supervise the driving ability of others according to established criteria

Ability to organize and instruct classes composed of new applicants and qualified bus drivers

Ability to understand and follow both oral and written instructions independently

Ability to drive and operate a school bus safely and efficiently

Ability to exercise good judgment and extreme caution while driving

Ability to establish and maintain accurate records and files

Ability to communicate effectively in both oral and written form

Ability to effectively interpret and apply State, Federal, and District regulations, codes, and requirements associated with the transport of students

Ability to meet the physical requirements of the job

Ability to establish and maintain effective work relationships with those contacted in the performance of required duties

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