



OCEAN VIEW SCHOOL DISTRICT
Personnel Commission



BUS DRIVER TRAINEE

JOB SUMMARY:

Under direct supervision of the Bus Driver Trainer and general supervision of the Director, Transportation, will receive classroom instruction and behind-the-wheel procedures and training which will prepare trainees to become Bus Drivers.

REPRESENTATIVE DUTIES:

Receive instruction in and learn the following:

Applicable provisions of the California Motor Vehicle Code, Education Code, District and City regulations regarding transportation of students;

Safe driving practices;

Approved first aid methods;

Fundamental vehicle mechanics;

All laws, procedures and District policy as it pertains to pupil transportation safety;

Behind-the-wheel skills necessary to operate a school bus safely on the highway with pupils on board;

Perform other duties as required to accomplish the objectives of the position.

MINIMUM QUALIFICATIONS:

Knowledge of:

- General safe driving practices;
- Provisions of the California Motor Vehicle Code.

Ability to:

- Pass a physical examination as prescribed by the State;
- Learn to drive a school bus safely and efficiently; maintain safe discipline level among students on a school bus;
- Ability to pass criminal background check conducted by the Department of Justice;
- Ability to pass criminal background check conducted by the California Highway Patrol;
- Ability to pass the appropriate written exams administered by the Department of Motor Vehicles;
- Ability to pass the appropriate written and behind the wheel exams administered by the California Highway Patrol;
- Tactfully discuss problems or situations with parents; follow oral and written instructions;

- Understand and carry out oral and written directions;
- Establish and maintain effective interpersonal relationships using tact, patience and courtesy.

EMPLOYMENT STANDARDS:

Education:

- High school diploma or equivalent;

Experience:

- One year of experience in the operation of a motor vehicle;
- Safe driving record.
- Minimum 18 years of age.

LICENSES AND CERTIFICATES REQUIRED:

Possession of a valid and appropriate California Driver License;
Bus driver's certificate including valid California Class A or B license with P endorsement is preferred but not required;
DMV H-6 print out dated within the last 30 days of application.

Within the first three months of employment must obtain the following:

Valid California Class A or B license with P.S. Endorsement;
California Special Driver Certificate;
First Aid Certification (if first aid waived at CHP);
Valid Medical Examiner's Card.

PHYSICAL DEMANDS, WORKING ENVIRONMENT AND HAZARDS:

Safely lift, carry, push up to 50 pounds; frequently sits, climbs stairs, maintains balance, stoops, bends, kneels, and reaches over head; uses both hands and legs simultaneously; repetitively twists and exerts pressure with wrists and hands; speaks clearly and hears normal voice conversation; has depth perception and color vision; sees small details and long distances; drives a vehicle; works inside and outside with loud noises and vibration; occasionally exposed to fumes, gases, chemicals, odors, machinery with moving parts, and moving vehicles. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.