



OCEAN VIEW SCHOOL DISTRICT
Personnel Commission



DRIVER INSTRUCTOR

JOB SUMMARY:

Under general supervision of the Director, Transportation, coordinates the District's school bus driver training program and maintains all licensing records; plans, prepares, and conducts individual or group training programs for school bus and other bus driver trainees. Drives a school bus over designated bus routes for the purpose of transporting students to and from school or special trips. .

CLASS CHARACTERISTICS:

The Driver Instructor is distinguished from other transportation classes in that the Driver Instructor is responsible for providing training to bus drivers for certification or renewal. Incumbents in this class have been certified by external agencies to provide classroom and behind the wheel instruction and evaluation to prospective drivers.

REPRESENTATIVE DUTIES (*E* denotes an essential function of the job.):

Plan, schedule, conduct classroom and behind-the-wheel training, renewal and In-service training for District School Bus Drivers and mechanics, covering such areas as safe, proper, defensive driving techniques and other related skills and tasks; *E*

Conduct field observations of Drivers; evaluate driving skills, including those required for in service renewal of Special Driver Certificate, behind the wheel renewal and remedial retraining of drivers; *E*

Instruct driver trainees and others in first aid, methods of bus stop area and bus loading and unloading , exiting and riding safety; required safe bus evacuation drills and practices for pupils; Federal, State, City and District rules, regulations, laws, ordinances involving pupil transportation; *E*

Coordinate and evaluate school bus emergency evacuation drills; *E*

Train drivers on special education needs, behavioral management, equipment and special needs apparatus; *E*

Provide materials and instruction for drivers to prepare, study, test and obtain first aid certification administered through the California Highway Patrol; *E*

Prepare and maintain bus driver license records including license and certificate expirations, medical expirations, medical certifications and expiration, first aid certification and

expiration, personal information, driving records and training hours required for the renewal; *E*

Input and retrieve information and data utilizing various office and data/word processing equipment; *E*

Determine proficiency and assists dispatch in assigning drivers to routes requiring utilization of manual and/or hydraulic wheelchair lifts; *E*

Schedule bus driver physical examinations, keep records of same; *E*

Keep current in laws, regulations governing pupil transportation and equipment; *E*

Schedule testing appointments with outside agencies for renewal of various license and certificates; *E*

Attend and participate in a variety of meetings and driver instructor advisory council community meetings related to assigned activities to maintain current knowledge of applicable laws, codes, regulations and District policies and procedures; *E*

Operate District vehicles; drive a school bus to cover routes and field trips as needed; *E*

Assist in training of mechanics who may need to apply for a commercial driver license and other requirements; *E*

Assist the Dispatcher and the Transportation Director as required;

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

SUPERVISION:

General supervision is received from the Director of Transportation.

Supervision is not exercised over other employees, but does include coordinating and leading bus driver trainees.

MINIMUM QUALIFICATIONS

Knowledge of:

- Thorough knowledge of the goals and objectives of the school bus driver training program plus the methods and techniques of training and evaluation;
- Principles, concepts, techniques of driving, inspecting and managing passengers on vehicles of the appropriate type and size;

- All motor carrier policies relating to the operation and transportation of passengers;
- Provisions of the California Motor Vehicle and Education, and other Codes and Administrative rules and regulations applicable to the transportation of pupils;
- Appropriate safety precautions, procedures, defensive driving methods and techniques;
- Principles, methods, used to train school bus driver drivers in required skills, knowledges and abilities;
- Principles, methods, practices, and techniques of state certified driver training;
- Principles and practices of safety and health regulations related to pupil transportation;
- First aid practices;
- Pupil management, special needs behaviors and community relations;
- Procedures of transporting, loading and unloading of wheelchair equipment;
- Detailed record keeping, maintaining confidentiality;
- Basic math, oral and written communication skills, good English usage.

Ability to:

- Plan, develop and implement school bus driver training program;
- Train others in the safe and efficient operation of a school bus;
- Operate District motor vehicle equipment using legal and defensive driving methods;
- Learn to operate word/data processing and other office equipment;
- Keep records and effectively plan and organize work;
- Apply and explain information to others related to pupil transportation;
- Identify and guide others on safety and health regulations, policies, and procedures related to pupil transportation;
- Observe and evaluate driving performance and abilities of District drivers;
- Effectively communicate orally and in writing;
- Understand and carry out oral and written instructions;
- Plan and organize work;
- Operate a two-way radio;
- Work independently with little direction;
- Establish and maintain effective interpersonal relationships using tact, patience and courtesy;

EMPLOYMENT STANDARDS

Education:

- High school diploma or equivalent;
- Completion of California Department of Education School Bus Driver Instructors Course;

Experience:

- Three (3) years of recent successful Driver Instruction experience in the type of operation and knowledge pertaining to onsite district vehicles types for which the instructor will be

employed.

Or

- Five (5) years as a school bus driver for the Ocean View School District in the type of operation and knowledge pertaining to onsite district vehicles types for which the instructor will be employed. Recent successful experience as a Driver Instructor is desirable.
- Driving record with no chargeable accidents in any vehicle within three years preceding the application date

LICENSES REQUIRED

Possession of a valid and appropriate California Class A or B Commercial driver license, with passenger “P” and School Bus “S” endorsements;

Current medical examiner’s certificate;

Valid California Special Driver Certificate for school bus with no restrictions except numbers “1” (automatic transmission only) and “6” (first aid test waived); (These two restrictions are permissible and common. If first aid is waived then must maintain a valid first aid card through the American Red Cross)

Valid standard Red Cross First Aid Certificate;

Possession of unrestricted California Department of Education School Bus Driver Instructor

Certificate for classroom instruction, behind the wheel instruction and documentation;

Department of Motor Vehicle (DMV) driving record dated within the last 30 days of application or certification for interview.

All of the above licenses, certificates and endorsements must be maintained as a condition of continued employment.

PHYSICAL DEMANDS, WORKING ENVIRONMENT, AND HAZARDS:

Safely lift, carry, push up to 25 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; uses a computer; has depth perception and color vision; sees small details and long distances; drives a vehicle; works inside and outside; works with loud noises and vibration; occasionally exposed to fumes, gases, chemicals, odors, machinery with moving parts, and moving vehicles; frequently exposed to minor, occasionally severe, contagious diseases; has direct contact with public and students. Employment is contingent upon passing a pre-employment drug testing (DOT). Passing random and periodic drug and alcohol testing as required by the Department of Transportation, is required as a condition of continued employment. Reasonable accommodations may be made to

enable individuals with disabilities to perform the essential functions of the position.

4/97

Job Description Review and Revisions Effective: 8/14/14