

PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT
CLASSIFIED JOB DESCRIPTION

BUS DRIVER TRAINER

DEFINITION

To train new and continuing Bus Drivers; and to regularly review and appraise the skill and safety of Bus Drivers.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Transportation Supervisor. Provide functional supervision to bus driving staff.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Plans and organizes a bus driver training program in compliance with California state law. Instructs prospective and new Bus Drivers in the proper method of operating and maintaining a school bus in an efficient and safe manner; set up a program for reviewing performance of existing drivers. Fills out performance evaluations based on check rides. Develops and maintains school bus safety and accident prevention programs. Conducts classroom instruction programs. Maintains records and prepares reports. Drives a school bus over designated routes when needed. Reviews route sheets and recommends changes. Secure substitutes when necessary. Checks safety of bus stops. Conducts safety meetings. Maintains bus registration with the State Department of Motor Vehicles. Performs related duties as assigned.

QUALIFICATIONS

Knowledge and Abilities: Knowledge of safe driving practices. Knowledge of provision of the California Vehicle Code and the Education Code applicable to the operation of vehicles in transporting students. Knowledge of first aid practices. Ability to plan and conduct a Bus Driver training program. Ability to train and evaluate Bus Drivers on safety practices. Ability to maintain records and prepare reports. Ability to drive a school bus safely and efficiently. Ability to maintain order among students on a school bus. Ability to recognize malfunctions in equipment and take appropriate action. Ability to understand and carry out oral and written directions. Ability to work effectively in the absence of supervision. Ability to establish and maintain cooperative working relationships with those contacted in the course of work.

Experience and Training Guidelines: Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT
Bus Driver Trainer (Continued)

Experience:

Two years of increasingly responsible school bus driving experience.

Training:

Formal or informal training which provides the ability to read and write at a level necessary for job performance supplemented by completion of the California Highway Patrol's School Bus Driver Training course.

License or Certificate

Possession of an appropriate, valid California driver's license.

Possession of an appropriate, valid School Bus Driver's Certificate.

Possession of an appropriate, valid medical Certificate.

Possession of State School Bus Driver Instructor Certificate.

Reviewed and Agreed to by:

Incumbent: _____ Date: _____