

# **ELK GROVE UNIFIED SCHOOL DISTRICT**

## **CLASS TITLE: BUS DRIVER INSTRUCTOR**

### **BASIC FUNCTION:**

Under the direction of the Director-Transportation, plan, coordinate, organize and conduct classroom and behind-the-wheel bus driver training programs according to established DMV and Department of Education laws, rules and regulations; monitor and evaluate bus drivers assuring a high standard of performance is maintained; communicate information between administrators, central dispatch and driving staff.

### **ESSENTIAL FUNCTIONS:**

Plan, develop, implement and conduct classroom and behind-the-wheel training programs for new and regular bus drivers; plan and conduct renewal classes for drivers; assist with planning, developing and conducting in-service safety workshops.

Assist with planning and conducting classroom training programs for students related to safe riding habits and bus evacuation drills.

Monitor and evaluate driving skills of current, prospective and new bus drivers; provide input to bus driver performance evaluations.

Maintain current knowledge and assure safe driving practices are in compliance with current laws, regulations, codes and District policies related to student transportation.

Communicate questions, concerns and information between administrators, central dispatch, bus drivers and substitute bus drivers.

Monitor and assist drivers related to bus routes, stops, schedules, route and bus assignments and transportation programs.

Assist in planning, overseeing and coaching activities related to skill enhancing recreational events.

Develop, compile and maintain a variety of bus driver records related to training, licensing, certification and other bus driver related issues.

Drive a school bus as necessary; maintain all components of the Bus Driver job description.

Perform related duties as assigned.

**DEMONSTRATED KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Principles, methods, techniques and strategies for the training of school bus drivers.  
Provisions of the California Motor Vehicle Code and the Education Code applicable to the operation of vehicles in the transportation of students and in the training of school bus drivers.  
Oral and written communication skills.  
Basic record-keeping techniques.  
Interpersonal skills using tact, patience and courtesy.  
Methods, procedures and techniques related to a large pupil transportation operation.  
Safe driving practices and methods.  
Proper lifting techniques.  
First aid and medical care and emergency evacuation procedures.

**ABILITY TO:**

Plan, coordinate, organize and conduct classroom and behind-the-wheel bus driver training programs.  
Monitor and evaluate bus drivers assuring a high standard of performance is maintained.  
Communicate information between administrators, central dispatch and driving staff.  
Maintain routine records.  
Establish and maintain cooperative and effective working relationships with others.  
Maintain consistent, punctual and regular attendance.  
Hear and speak to exchange information.  
See to read a variety of materials, monitor drivers and observe hazards.  
Sit for extended periods of time.  
Bend at the waist, kneel or crouch to inspect buses.  
Climb ladders or steps.  
Move hands and fingers to operate a computer keyboard.  
Sufficient physical, mental and emotional stamina to endure long hours and stressful conditions.  
Use proper lifting methods.

**EDUCATION AND EXPERIENCE REQUIRED:**

Any combination equivalent to: graduation from high school and five years of experience safely operating a school bus.

**LICENSES AND OTHER REQUIREMENTS:**

Possession of a valid California School Bus Driver Certificate.  
Class B driver's license with passenger endorsement.  
Valid First Aid/Red Cross Certificate or endorsement by the California Highway Patrol.  
Possession of a valid California State School Bus Driver Instructor Certificate.  
Floor-lift 50 pounds and arm-lift 50 pounds.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

School bus or orthopedic transportation vehicle environment.

Indoor and outdoor environment.

Seasonal heat and cold or adverse weather conditions.

Exposure to fumes, dust, odors and oil/grease.

Considerable distraction from bus activities.

Driving a vehicle to conduct work.

**HAZARDS:**

Traffic hazards.

Driving a vehicle during adverse weather conditions.

Working at heights while inspecting and washing the buses.

Contact with dissatisfied or abusive individuals.

Contact with blood and other body fluids.

Fumes from bus operation.