

## **ORANGE UNIFIED SCHOOL DISTRICT**

### **SCHOOL BUS DRIVER/DRIVER INSTRUCTOR**

#### **DEFINITION**

Meets the requirements of a School Bus Driver. Under the direction of the Director, and/or Supervisor, and/or Dispatcher, coordinate, organize and conduct classroom and behind-the-wheel school bus driver training programs according to established DMV, CHP and Department of Education laws, rules and regulations; review and evaluate school bus drivers' training assuring a high standard of performance is maintained; operate various types of computer and software applications; respond to accidents; operate a school bus over designated routes while transporting regular pupils and pupils with special needs to and from school, activities, events and field trips; train and assist in the loading, securing and unloading of pupils; perform daily inspections of vehicle; other duties as required.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Serve as a Driver Instructor for school bus drivers.
- Plan, develop, implement and conduct training programs for new and current school bus drivers; assure safe driving practices are in accordance with District and State transportation policies, rules and regulations.
- Coordinate the testing and certification activities for school bus drivers.
- Maintain accurate records of all training activities and accidents.
- Perform annual training for safe and responsible riding practices and emergency bus evacuations.
- Train and assist school bus drivers concerning pupil behavior management.
- Respond to accidents, conduct thorough investigation including driver interview, complete all paperwork, and write brief memo including re-training recommendations.
- Position has multiple clock-on and clock-off times throughout the day, including before and after assigned route, responding to an accident and other urgent situations.
- Drive school buses over designated routes.
- Maintain school bus in a safe operating condition through prescribed daily vehicle inspections.
- Utilize two-way radio for bus-to-bus and bus-to-base communication.
- Monitor pupils on school buses, at school bus stops and in school loading zones; assure proper conduct and discipline in these areas; prepare referrals according to established District policies regarding the discipline of pupils.
- Employ interpersonal skills including tact, patience and courtesy.
- Required to wear a school bus driver uniform shirt.
- Perform a wide variety of related work in support of District transportation department.

#### **QUALIFICATIONS GUIDE**

##### **Knowledge of:**

- Principles, methods, techniques and strategies for the training of school bus drivers.
- Provisions of the California Motor Vehicle Code, the Education Code and District regulations applicable to the operation of vehicles in the transportation of children.
- All electronic technology the Transportation Department uses.
- Proficiencies in all Transportation Department equipment and related tasks.

##### **Ability to:**

- Understand and communicate effectively in oral and written form, in the English language.
- Establish and maintain cooperative working relationships.
- Maintain order and discipline among pupils while driving a school bus.
- Maintain assigned vehicle in a clean and safe operating condition.
- Meet schedules and time lines.
- Operate various types of computer hardware including learning new software applications.

**PHYSICAL DEMANDS:**

- Persons in this position will exert 50 to 75 pounds of force to lift, carry, push, pull, or otherwise move objects.
- This work involves operating a school bus, sitting, walking and standing.
- Persons in this position must meet the qualifications as outlined in the Federal Department of Transportation (DOT) guidelines DL-51.

Reasonable accommodations may be made to enable a person with a disability to perform the essential functions of the job.

**Education and Experience:**

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

Education: **High School graduate or the equivalent.** Proof required. Supplemental training or course work pertaining to school bus driver training.

Experience: Three years of experience in the operation of a school bus.

**Licenses:**

Possession of a valid and appropriate class A or B California Driver License.

Possession of a valid California Special Driver Certificate, Transit qualified and which may require a valid First Aid Certificate.

Possession of a valid Medical Examiner's Certificate.

Possession of an unrestricted Bus Driver Instructor Certificate issued by the California Department of Education.

Participate in a mandatory pre-employment drug test and random drug and alcohol testing.

**Physical:**

Good physical condition as determined by pre-and post-employment inquiries and health reports.

**WORK ENVIRONMENT:**

While performing the duties of this job, the employee regularly works near moving mechanical parts and is regularly exposed to fumes and vibrations. The employee occasionally works in outside weather conditions.

*July 17, 2009*