

LAS LOMITAS SCHOOL DISTRICT

BUS DRIVER TRAINER

Job Summary

Under the direction of the Maintenance, Operations and Transportation Supervisor, train new drivers and conduct refresher courses for current drivers; coordinate all driver training and safety programs for the district's Transportation Department; and maintain all required documentation for the driver training program as dictated by all local, state and federal laws and regulations

Example of Duties

Organize and conduct a variety of training activities within the Transportation Department as required by law and regulation.

Plan, schedule, and conduct driver training for all new employees which includes classroom and behind the wheel training in operation and safety.

Plan, schedule, and conduct classroom training and behind the wheel evaluation of driving skills for current employees for required in service renewal of license.

Maintain records for all licensed drivers of the department in accordance with state regulations

Conduct observations in the field

Conduct and/or attends meetings regarding new laws and training requirements

Consults with parents, teachers, and students on questions of transportation and riding safety

Prepare reports

Plan, organize and implement student safety and pupil transportation evacuation drills

Schedule appointments for driver physicals

Maintain accident report files and records

Perform related duties as assigned

Qualifications

Knowledge of:

- Safe and efficient driving principles and techniques, especially as they pertain to the operation school buses.
- Provisions of the California Motor Vehicle Code, Education Code, District and CHP regulations applicable to the operation of vehicles in the transportation of children
- First aid procedures
- Modern office equipment including computers, fax, copy machines, printer, etc
- Interpersonal skills using tact, patience and courtesy

Ability to:

- Analyze, interpret, and explain regulations, laws, policies, and rules
- Operate a wide variety of school buses competently

Make effective oral and written presentations
Deal effectively with officials of other public agencies
Analyze work situations to determine training needs
Operate an office computer with a word processing program
Maintain accurate records and prepare correct reports
Conduct classroom and behind the wheel training sessions
Understand, carry out and give oral and written instructions
Establish and maintain effective working relationships with students, the public and staff members

Physical Requirements:

Bend at waist, kneel or crouch to inspect vehicles
Lift, carry, push and pull heavy objects up to 50 pounds
See to monitor driver performance
Hear and speak to exchange information
Dexterity of hands and fingers to operate computer keyboard

Education and Experience

Six years of experience in driving a school bus; a High School Diplomas or GED; any combination of training and experience that could likely proved the desired knowledge and abilities

Licenses and Other Requirements

Possession of a valid California Class B commercial driver's license with passenger endorsement
Possession of a valid California School Bus Driver Certificate with zero restriction is desirable however; the minimal (1,6) restricted certificate is required prior to completion of the probationary period
A valid unrestricted California State School Bus Driver Instructor Certificate
Valid medical certificate
First Aid certificate

SPECIAL NOTE:

Effective January 1, 1995, all employees in this classification are subject to the Federal Highway Administration regulations for drug and alcohol testing as required by the Omnibus Transportation Employee Testing Act of 1991

FLSA Status: Non-exempt

Unit: CSEA

Pay Range: 43

Adopted: 8/6/2013