



Our Children, Our Schools, Our Future!

Jurupa Unified School District

BUS DRIVER TRAINER

DEFINITION

Under general supervision, to plan, coordinate, organize and conduct classroom and behind-the-wheel training and re-training programs; evaluate and test bus drivers' skills; to drive a school bus as needed; and to do related work as required.

ESSENTIAL JOB FUNCTIONS

- Plan, coordinate, organize and conduct training activities for bus drivers as required by law and regulations, including classroom and behind-the-wheel training;
- Conduct safe driving and safe working methods and procedures training programs;
- Advise and assist bus drivers in obtaining and renewing licenses and permits;
- Provide instruction to fulfill licensing requirements;
- Regularly evaluate and test drivers to assess driving skills;
- Road test new driver applicants as assigned;
- Train and assist bus drivers concerning student behavior management and other pupil transportation related problems and situations;
- Completes accident reports;
- Establish, record and maintain a wide variety of records and reports;
- Drive a school bus and assist with dispatch on an as-needed basis.

OTHER JOB FUNCTIONS

- Performs other related duties as assigned.

LICENSE AND CERTIFICATE REQUIRED

Possession of a valid and appropriate (Class A or B) California Driver's License;

Possession of a valid school bus driver's certificate;

Possession of a valid medical card/certificate and verification of First Aid proficiency as required by state law;

Possession of a valid school bus driver instructor's certificate.

Must qualify for insurance coverage by the district insurance carrier.

DESIRABLE QUALIFICATIONS

Knowledge of:

Principles, practices, techniques and strategies for training of school bus drivers;

School bus transportation procedures and safe driving practices;

Safe fueling practices;

Provisions of the California Motor Vehicle Code and Education Code applicable to the operation of school buses in the transportation of students;

Student management practices including procedures related to the transportation of physically and emotionally disabled students.

BUS DRIVER TRAINER(Cont.)

Ability to:

Operate a school bus and other automotive equipment safely, efficiently and in conformance with state laws;
Plan, develop and implement bus driver training and safety programs;
Maintain accurate records and be able to prepare complete and comprehensive reports;
Read, interpret, apply and explain rules, regulations, policies and procedures;
Train and motivate others toward proper driving and safety standards;
Conduct accident investigations
Organize tasks, set priorities and meet deadlines;
Communicate effectively in oral and written form;
Understand and carry out oral and written instructions;
Establish and maintain effective working relationships;
Meet minimum physical requirements as prescribed by the California Department of Motor Vehicles;
Stand, stoop, kneel, bend and walk;
Climb slopes, stairs, steps and ladders;
Lift, carry, push, and pull heavy objects;
Sit for sustained periods of time;
Concentrate on current task in spite of distractions in an active, busy environment;
Efficiently and effectively operate business related equipment, including a computer with keyboard and monitor, for sustained periods of time;
Demonstrate manual dexterity necessary to operate business related equipment;
Maintain regular, steady attendance.

Experience:

Three years of experience in the operation of a school bus. Experience as a driver trainer is desirable.

Education:

Graduation from high school or its equivalent;
Graduate of California State Department of Education Driver Instructor Academy.

Personal Qualities:

Sound judgment, good physical condition, patience, willingness to perform job tasks, reliable and dependable.

Personnel Services
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