

TITLE: DRIVER INSTRUCTOR

QUALIFICATIONS

Knowledge of

1. Provisions of the California Motor Vehicle Code, the California State Education Code, District policies and requirements, and other related regulations relative to the operation of vehicles used in transporting students.
2. Local traffic laws and regulations, including the working knowledge of local transportation corridors and geography.
3. Standard office machines and equipment, including operations of a data processing equipment and two-way radio.
4. Proper record-keeping functions.
5. Safe driving practices.
6. Safety rules and regulations for this position.

Ability to

1. Maintain accurate records and prepare weekly, monthly, and annual reports as required.
2. Plan, coordinate, carryout, and file reports on school bus evacuation drills as required by law.
3. Plan, order, and maintain inventory of supplies for first aid kits, cleaning supplies and equipment, transportation forms, and equipment as assigned.
4. Receive, record, distribute student bus discipline citations to appropriate personnel and set up conferences as needed.
5. Exercise good judgment and extreme caution when driving.
6. Pass first aid requirements prescribed by the California Department of Motor Vehicles.
7. Maintain valid certification as a school bus driver according to state regulations.
8. Establish and maintain proper student conduct in all school vehicles.
9. Understand and carry out verbal and written instructions, policies and procedures in an independent manner.
10. Communicate effectively and tactfully in both verbal and written form.
11. Maintain cooperative-working relationships with all District personnel.
12. Follow designated safety regulations associated with this position.
13. Safely drive and operate a variety of vehicles and equipment used.
14. Read and write at a level sufficient to perform required duties.
15. Be a productive and active team member.
16. Work successfully with diverse groups of people.
17. Present and maintain a pleasant appearance and demeanor.
18. Learn and follow the operations, procedures, policies, and requirements of an assigned program or operational unit.
19. Handle all matters in a tactful, courteous, and confidential manner so as to maintain and/or establish good public relations.
20. Work independently and maintain high standards of workmanship, including maintenance of confidentiality.
21. Exercise independent judgment and problem-solving skills related to specific areas of responsibility.
22. Establish and maintain effective work relationships with those contacted in the performance of required duties.

Training and Experience

1. Equivalent to completion of the twelfth (12th) grade.
2. Three (3) years of successful experience is desired with a demonstrated record of safe driving as School Bus Driver and possession of a safe driving record that is in compliance with the restrictions set forth by the California Vehicle Code.
3. Possession and maintenance of a State School Bus Driver's Certificate.
4. Possession and maintenance of a State School Bus Driver Instructor's Certificate.
5. A work history demonstrating dependability and reliability.

REPORTS TO: Director of Transportation

JOB GOAL: To plan, develop, and implement bus driver and safety programs. To assist in routing and scheduling and maintain a variety of departmental records. To transport student to and from school as needed and to ensure the safety of students.

ESSENTIAL FUNCTIONS

1. Instructs and trains drivers in the safe and proper operation of district school buses/vehicles in accordance with State, Federal, and District laws, codes, and regulations.
2. Provides behind-the-wheel and classroom instruction to district bus drivers and prospective bus drivers.
3. Evaluates driving ability for all school bus drivers or prospective bus drivers, ensuring the proper licensing of all drivers.
4. Teaches state required courses for beginning drivers which includes instruction in certification, vehicle components, first aid, emergency procedures, driving fundamentals, defensive driving, discipline of student passengers, and community relations.
5. Arranges for and/or teachers review training for renewal drivers.
6. Familiarizes drivers with school buses and bus equipment as required.
7. Establishes and maintains precise records of training and evaluations, preparing reports as required.
8. Assists in planning school bus routes and schedules, and in the assignment of drivers and equipment.
9. Maintains records for drivers, types of vehicles in use, license renewal dates, driving records, physicals, etc. and communicates information to drivers as needed.
10. Conducts regular safety meetings to inform bus drivers of changes in laws, regulations, and procedures.
11. Receives accident reports and assists in follow-up requirements such as contacting local police agencies, California Highway Patrol (CHP), medical personnel, back-up buses and/or drivers, etc.
12. Performs standard bus driving duties as required.
13. Follows District policies and procedures.
14. Participates in District in-service training as required.
15. Knows and understands the Mission and Core Values of the District.
16. Performs other related duties as required.
17. Covers scheduled and unscheduled bus routes on short notice due to the absence of the regular school bus driver while maintaining flexibility with respect to assignments and duties.

18. Drives a school transportation vehicle within prescribed routes in accordance with time schedules, picking up and discharging students at designated stops.
19. Escorts and assists students on and off vehicle and across the street when necessary.
20. Maintains order and proper discipline of student passengers according to District policy. Instructs students on safety regulation and policies related to passenger conduct.
21. Conducts safety and operations inspection of assigned vehicle daily according to established procedures.
22. Checks fluid and air levels on bus as required; adding fuel, water, fluids, or air as necessary.
23. Maintains cleanliness of vehicle to ensure safe operating condition; sweeps and washes bus interior and exterior as required.
24. Checks out and immediately reports needed mechanical repairs when necessary.

OTHER FUNCTIONS

1. Transports students to and from school sites safely according to assigned routes.
2. Assists the Director of Transportation in the selection of school bus drivers by reviewing job applications and physical reports.
3. Plans and executes school bus safety programs at school sites.
4. Assists in developing a school bus transportation disaster plan.
5. Assists in maintaining an up-to-date Driver's Handbook.
6. Maintains a record of accident-free miles for drivers.

PHYSICAL ABILITIES

1. Able to meet minimum physical requirements as prescribed by the California Department of Motor Vehicles.
2. Visual ability to read handwritten or typed documents, and the display screen of various office equipment and machines.
3. Able to conduct verbal conversation in English.
4. Able to hear normal range verbal conversation (approximately 60 decibels.)
5. Able to sustain constant attention to vehicle operation, and traffic and road conditions while maintaining appropriate student passenger behavior for four (4) hours at a time.
6. Able to sit, stand, stoop, kneel, bend, and walk.
7. Able to sit for sustained periods of time.
8. Able to climb slopes, stairs, steps, ramps, and ladders.
9. Able to lift up to twenty (20) pounds frequently, and forty (40) pounds occasionally.
10. Able to carry up to twenty (20) pounds frequently, and forty (40) pounds occasionally.
11. Able to exhibit a shoulder external rotation and internal rotation range of motion capable of reaching and operating bus and communications controls.
12. Able to exhibit a shoulder abduction and adduction range of motion capable of reaching and operating bus and communications controls.
13. Able to exhibit an elbow flexion and extension range of motion capable of reaching and operating bus and communications controls.
14. Able to exhibit a shoulder extension and flexion full range of motion capable of reaching and operating bus and communications controls.
15. Able to exhibit full range of motion for back lateral flexion.
16. Able to exhibit full range of motion for hip flexion and extension.
17. Able to exhibit full range of motion for knee flexion.
18. Able to work at various elevated heights in a safe and effective manner.

19. Able to work with a variety of chemical agents in a safe and effective manner without allergic reaction.
20. Able to operate office machines and radio communication equipment in a safe and effective manner.

SPECIAL REQUIREMENTS

1. Possession and maintenance of a valid California Commercial Driver's License, Class A or B, with passenger endorsement.
2. Possession and maintenance of a valid California School Bus Driver Certificate.
3. Possession and maintenance of a valid California School Bus Driver Instructor's Certificate.
4. Possession and maintenance of a safe driving record that is in compliance with the restrictions set forth by the California Vehicle Code.
5. Possession and maintenance of a valid medical certificate.
6. Possession and maintenance of a valid first aid and Cardio-pulmonary (CPR) certificate.
7. Must use safety equipment designated for this position.
8. Some positions in this class may require individuals who can read, write, and/or speak a second language.

TERMS OF EMPLOYMENT: Twelve-month work year
Classified bargaining unit member

EVALUATION: Performance of this job will be evaluated in accordance with Board of Education policy and provisions of the collective bargaining agreement. The Director of Transportation will complete the evaluation.

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| Approved by: | Board of Education | Date: | September 8, 1994 |
| Amended by: | Board of Education | Date: | October 8, 1998 |
| Amended by: | Board of Education | Date: | August 25, 1999 |
| Amended by: | Board of Education | Date: | November 8, 2012 |

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT IS A
TOBACCO-FREE, DRUG-FREE WORKPLACE**

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT IS AN
AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**