CHICO UNIFIED SCHOOL DISTRICT
TRANSPORTATION DRIVER TRAINER/INSTRUCTOR

DEFINITION
Under general supervision, to plan and conduct a program for training new and continuing transportation drivers in the safe and proper operation of a transportation vehicle; to maintain necessary records and files; to ensure that drivers' State licenses are valid; and to drive a transportation vehicle over designated routes for the purpose of transporting students and others to and from school, program sites and on special trips.

SUPERVISION EXERCISED
Exercises technical and functional supervision over lower level staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES
- Plan and organize bus driver training programs in compliance with State law; teach State-required course(s) for beginning drivers including, classroom and behind-the-wheel instruction in certification, vehicle components, first aid, emergency procedures, driving fundamentals, defensive driving, discipline of student passengers and community relations; arrange for and/or teaches review training for license renewal.
- Develop and implement safety-related programs, safety workshops and information systems.
- Follow-up on established procedures relative to transportation vehicle accidents.
- Evaluate driving performance and proficiency of all transportation drivers; check drivers' usage of vehicle equipment, handling of on-the-road situations and handling of students; provide training to upgrade skills of drivers as needed.
- Maintain appropriate training records on bus drivers and all other training related matters.
- Review pertinent data and keep current on all State and Federal laws and regulations pertaining to school buses and drivers; serve as liaison with the CHP and DMV to obtain current information and regulations regarding bus drivers' requirements and safety; conduct regular safety meetings to inform transportation drivers of changes in laws, regulations and procedures.
- Record, prepare and submit reports to the CHP, DMV and other agencies as required.
- Operate a transportation vehicle within prescribed route(s) in accordance with the time schedules; pick up and discharge students at designated stops.
- Transport students, teachers and non-students on special trips to various locations; plan necessary route(s) and stops as needed; load and unload luggage and gear in storage areas of the bus.
- May transport special education students; escort and assist students on and off transportation vehicle and across streets when necessary; secure seat belts.
- Obey and follow all student transportation rules and regulations as outlined by the District, Department of Motor Vehicles and the California Highway Patrol.
- Recognize problems that may interfere with the welfare of students and implement appropriate solutions; maintain order and proper discipline of student passengers according to policy; instruct students on safety regulations and policies related to passenger conduct; ensure safety of passengers.
- Complete records to be submitted to the California Energy Commission.
- Administer first aid and CPR as authorized under current standard certification as necessary.
- Evacuate the vehicle in a safe and timely manner when necessary; conduct periodic evacuation drills as required by law.
- Conduct daily safety and operations inspection of assigned vehicle; recognize malfunctions in equipment and take appropriate action; report needed mechanical repair when necessary.
- Perform routine servicing of transportation vehicle including, fueling, checking oil, water and power steering fluid levels and cleaning the vehicle interior; repair seats using a bonding kit for minor repairs and replace seat covers as needed; clean the exterior of the bus including, steam cleaning, washing and polishing the transportation vehicle.
- Maintain student lists and check transportation passes.
- Respond to requests and inquiries from parents, staff, students and the general public.
- Attend and participate in staff meetings and in-service activities; attend workshops, conferences and classes to increase professional knowledge including, in the areas of safety, first aid and related matters as well as to maintain current knowledge of the California Motor Vehicle Code and the Education Code as they apply to the operation of vehicles in the transportation of school children.

JOB RELATED AND ESSENTIAL QUALIFICATIONS
Knowledge of:
- Laws, rules and regulations pertaining to transportation operations and pupil transportation including, appropriate California State Motor Vehicle Code and the Education Code.
• First aid principles and practices.
• Modern office practices, methods and computer equipment.
• Principles of training, performance, and proficiency evaluation.
• Principles and procedures of record keeping.

• Basic mathematical principles.
• Occupational hazards and standard safety practices necessary in the area of student transportation.
• Safe driving principles and practices.

Skill to:
• Operate equipment used in transportation servicing and maintenance.
• Install and remove tire chains.
• Operate a transportation vehicle safely.

Ability to:
• Maintain order and discipline on a transportation vehicle.
• Train and evaluate the performance and proficiency of applicants and assigned staff.
• Read and interpret a map.
• Maintain simple records.
• Work independently in the absence of supervision.
• Understand and follow oral and written directions.
• Read, interpret and follow rules, regulations, policies and procedures.
• Respond appropriately in emergency situations.
• Administer first aid.
• Work under limited supervision within a framework of well-defined policies and procedures.
• Exercise good judgment, flexibility, creativity and sensitivity in response to changing situations and needs.
• Communicate clearly and concisely, both orally and in writing.
• Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

Experience and Training Guidelines:
Any combination equivalent to experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:

Experience:
• Meet the requirements to obtain a valid California School Bus Instructor's Certificate.
• Must be at least 25 years of age.

Training:
• Equivalent to the completion of the twelfth grade supplemented by successful completion of classroom instruction related to skills and safety requirements for driving a school bus and successful completion of instruction operating a school bus.

License or Certificate:
• Ability to maintain the requirements for a valid California School Bus Driver's Certificate with first aid training and DMV Medical Examiner's Certificate.
• Ability to maintain the requirements for a valid California School Bus Instructor's Certificate.
• Ability to obtain an appropriate, valid commercial driver's license.

Special Requirements:
Essential duties require the following physical skills and work environment:
• Ability to sit, stand, walk, kneel, stoop, reach, twist and lift 70 lbs.; exposure to cold, heat, noise, vibration, chemicals and mechanical hazards.

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