

DELANO UNION SCHOOL DISTRICT

Transportation Instructor / Bus Driver / Utility Worker

Brief description of job:

Under direction, the instructor shall be responsible to instruct and train drivers in the safe and proper operations of District school buses/vehicles according to state, federal, and District approved policies and regulations, the legal requirements as stipulated in the Educational Code, the California Vehicle Code and the rules and regulations of the California Highway Patrol pertaining to pupil transportation. Performs a variety of general utility work and assist in other duties as assigned.

Administrative Relationship:

Works under the supervision of the Director of Maintenance, Operations, and Transportation/Operations Supervisors or as directed by the Assistant Superintendent – Business.

REQUIRED QUALIFICATIONS

Qualifications:

Must possess a valid California Drivers License and a School Bus Drivers Certificate. Must be able to plan and organize a bus driver training program providing for instruction of new and continuing drivers in compliance with California state laws for initial issuance and renewal certification of licenses; develop and maintain inservice training programs for school bus safety and accident prevention as well as other related matters; schedule and conduct such inservices; establish and maintain cooperative working relationships with district staff and administration; and successfully complete a State-administered bus driver trainer instruction course. Must have knowledge in safety standards, laws, codes, rules, regulations, policies and procedures relating to pupil transportation. Must be able to perform physical labor and follow instructions, have the ability to learn the requirements of acceptable general grounds care and operate power driven equipment safely.

Experience:

Five (5) years of experience in pupil transportation in an organization having full maintenance and operations of pupil transportation services; experience in bus driver training, and bus maintenance preferred.

Education:

Graduation from high school or equivalent. Associates of Arts degree desirable, however, experience may be substituted for education. A bus driver training certificate must be obtained within the first year of the position.

License Requirements:

Possession of a valid California Motor Vehicle Operator's License with a school driver's certificate and be able to provide proof of proficiency.

ESSENTIAL FUNCTIONS:

1. Plans and organizes a bus driver training program providing for instruction of new and continuing drivers in compliance with California state laws for initial issuance and renewal certification of licenses.
2. Instructs, teaches, and trains drivers in the safe and proper operation of District school buses/vehicles according to state, federal, and District laws, codes, and regulations.
3. Teaches state required course for beginning drivers which includes instruction in certification, vehicle components, emergency procedures, driving fundamentals, defensive driving and the discipline of student passengers.
4. Provides behind the wheel and classroom instruction to District bus drivers and prospective bus drivers.
5. Read, interpret, and explain laws, regulations, and policies pertaining to transportation.
6. Rides with bus drivers on established transportation routes to observe their skills in safe student transportation.
7. May assist in creating and establishing new bus routes as needed.
8. May assist in coordinating bus evacuation instruction and drills.
9. Maintain required reports and records of drivers within the district.
10. Perform driver and route evaluations (check rides).
11. Provides training regarding safe and proper bus riding procedures and emergency bus evacuation.
12. May drive a school bus or a passenger vehicle on a regular route, field trips, as assigned. May drive district vehicles.
13. May provide inservices and/or trainings for entities outside the Delano Union School District, as assigned by District staff.
14. May clean classrooms, restrooms, and other areas.
15. Operates power equipment as deemed necessary.
16. May make minor repairs to school building and equipment.
17. May care for grounds and outside areas as assigned.
18. May assist in repairing outside plumbing and sprinklers.
19. Attends meetings and programs as assigned.
20. Assist in all areas in utility work as assigned.
21. To perform all other duties as assigned.

22. Incorporated within one or more of the previously mentioned essential functions of this job description are the following essential physical requirements.

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|---------------|-----------------|------------------|------------------|
| 1. Seldom | = Less than 25% | 3. Often | = 51 - 75 % |
| 2. Occasional | = 25 - 50% | 4. Very Frequent | = 76 % and above |

- 3 a. Ability to work at a desk, conference table or in meetings of various configurations.
- 3 b. Ability to stand for extended periods of time.
- 4 c. Ability to see for purposes of reading laws and codes, rules and policies and other printed matter and observing students.
- 4 d. Ability to hear and understand speech at normal levels.
- 4 e. Ability to communicate so others will be able to clearly understand a normal conversation.
- 3 f. Ability to bend and twist, stoop, kneel, crawl, push and pull.
- 2 g. Ability to lift at least 40 lbs.
- 2 h. Ability to carry at least 20 lbs.
- 3 i. Ability to reach in all directions.

OTHER RELATED FUNCTIONS OF THIS POSITION

1. Other duties as assigned.

Employee: _____ Date: _____

Authorized Representative: _____ Date: _____

The above statements are intended to describe the general nature of level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.