



LA MESA-SPRING VALLEY SCHOOLS

Job Classification Description

Equal Employment Opportunity

School Bus Driver Trainee

JOB FAMILY: Transportation

SALARY SCHEDULE: Hourly

FLSA: Non-Exempt

PURPOSE STATEMENT:

Under direction of the Director, Transportation, a Limited Term Bus Driver Trainee participates in a paid training program in which they will receive classroom instruction and behind the wheel procedures and training to learn to operate a school bus. The program is designed to prepare and train for certification as a California School Bus Driver. If successful in the program, the Bus Driver Trainee will qualify to apply to be a permanent School Bus Driver in the District.

The Bus Driver Trainee program will cover the California Department of Education’s curriculum for bus drivers, which includes a minimum of 20 hours of classroom instruction and a minimum of 20 hours of behind the wheel training. The training program takes between 8 to 12 weeks.

DISTINGUISHING CHARACTERISTICS:

Limited Term Bus Driver Trainee - The Bus Driver Trainee is placed in a temporary, part-time, non-benefitted District position while participating in the training program. The Bus Driver Trainee is responsible to attend class, receive Behind the Wheel Instruction, acquire all licenses, and pass testing required to obtain the California Special Driver Certificate. A Bus Driver Trainee shall not transport students.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following alphabetical list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

1. Learn District policies and procedures pertinent to employment in the transportation department.
2. Learn electronic data collection, such as daily pre-trip inspection, daily mileage, student count, and school bus routing.
3. Learn state and federal laws/regulations which govern pupil transportation.
4. Learn to administer first aid or emergency assistance as needed.
5. Learn to assist students with disabilities to board, ride, and exit the bus safely; learn to assist students in wheelchairs by loading and securing chairs before departure and assuring students are safely fastened into their seats; learn to secure adaptive and assistive devices; learn to utilize wheelchair lifts and tie-downs; operate a hydraulic lift as assigned.
6. Learn to communicate with students, parents, District personnel, and various outside agencies to exchange information and resolve issues or concerns related to bus routes, schedules, student behavior, Behavior Intervention Plans, and other assigned activities.
7. Learn to conduct State mandated school bus evacuations drills as required.
8. Learn to drive a school bus over designated routes in accordance with specified time schedules and in

accordance with regulations and laws related to pupil transportation; learn to transport students to and from school, special events, and field trips.

9. Learn to inspect wheelchairs and car/safety seats for safe transportation of students, toddlers, and infants; learn to report unsafe conditions to appropriate personnel.
10. Learn to instruct students on safe riding procedures; maintain order and discipline among passengers on the bus and while waiting at bus stops in accordance with District policies.
11. Learn to maintain bus in a safe operating condition through prescribed daily vehicle inspections including cleaning windows, mirrors, and bus interior and exterior; check and maintain fuel, oil, and water levels; check brakes, brake lights, wheelchair lifts, and doors; learn to report mechanical defects and malfunctions to appropriate personnel.
12. Learn to maintain routine written or electronic records related to inspections, maintenance, and assigned activities.
13. Learn to operate two-way communication devices.
14. Learn to prepare student conduct, incident, and accident reports.
15. Learn to pick up and discharge students at established bus stops; escort children across streets or roadways, stopping traffic as necessary; learn to report incidents or conditions affecting the safety of students as appropriate.
16. Learn to utilize District provided classes, safety meetings, and in-service trainings as required for maintenance of certificate and license.
17. Learn to verify student bus passes; collect single-ride bus fares as needed.
18. May wash, sweep, or clean buses.
19. Perform related duties as assigned.

OTHER DUTIES:

1. Attends and participates in meetings, in-service trainings, workshops, and conferences.
2. Perform related duties as assigned to ensure the efficient and effective functioning of the work unit and the District.

KNOWLEDGE, SKILLS, AND ABILITIES

(At time of application)

Knowledge of:

- Interpersonal skills using tact, patience, and courtesy
- Oral and written communication skills
- Provisions of the California Motor Vehicle Code
- Safe driving practices

Skills and Abilities to:

- Communicate effectively in both oral and written form
- Drive a motor vehicle safely and efficiently
- Establish and maintain cooperative and effective working relationships with others
- Exercise sound judgement
- Learn and observe legal and defensive driving practices
- Learn and perform basic mathematics
- Operate two-way radio equipment in accordance with applicable regulations
- Pass required physical examinations
- Perform appropriately in situations requiring tact and diplomacy
- Respond appropriately to feedback, direction, and evaluation
- Understand and carry out oral and written instructions

JOB QUALIFICATIONS / REQUIREMENTS:

(At time of application and in addition to the Knowledge, Skills, and Abilities listed above.)

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Graduation from high school (or equivalent) and one year of experience in the operation of a motor vehicle.

LICENSE(S) REQUIRED:

- Valid California Class A, B, or C Driver's License and evidence of insurability

CERTIFICATIONS AND TESTING REQUIRED:

- After offer of employment, obtain:
 - Criminal Justice and FBI Fingerprint Clearance
 - Negative TB test result plus periodic post-employment retest as required (currently every four years)
 - Pre-employment physical exam through District's provider at District's expense
- Within the first three (3) months of employment must obtain:
 - A Valid Class A or B Motor Vehicle Operator's license with passenger transportation, School Bus, and Air Brake endorsements.
 - A California Special Driver Certificate valid for school bus driving.
 - US Department of Transportation Medical Examiner's Certificate.
 - CPR/First Aid Certification (as required to maintain valid and current CA Special Driver's Certificate for School Bus).
- Incumbents must have an acceptable driving record and must qualify for insurability by the District's insurance carrier.
- Must have a current DMV K-4 printout to be submitted with the job application.
- This classification has been identified as a safety-sensitive job class based on the guidelines of the U.S. Department of Transportation. Employees in this job class are subject to random selection for alcohol or controlled substance testing.

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(Must be performed with or without reasonable accommodations)

- Exposure to fumes, dust, odors, and oil/grease
- Driving in various road and weather conditions to conduct work
- School bus and outdoor environment
- Seasonal heat and cold or adverse weather conditions
- Work irregular hours in the performance of job duties
- Bending at the waist, kneeling, stooping, twisting, or crouching
- Must be able to traverse 12 ½-inch aisles on school buses
- Must be able to safely enter/exit a school bus through emergency exits
- Climbing ladders or steps
- Dexterity of hands and fingers to operate a keyboard/keypad and a variety of tools and equipment
- Hearing and speaking to exchange information
- Lifting or carrying moderately heavy objects (50 lbs.) as assigned by the position.
- Reaching overhead, above the shoulders or horizontally
- Reaching, pulling, and pushing to open bus doors
- Seeing to operate a vehicle.
- Sitting for extended periods of time while operating buses.
- Traffic hazards