

ORLAND UNIFIED SCHOOL DISTRICT

CLASS TITLE: Bus Driver Trainer/Supervisor

Salary: Confidential/Supervisory Schedule Range 3

Basic Function: Directs pupil transportation operations through a team of drivers, mechanics and clerical support. Ensures increasing levels of customer and employee satisfaction while improving the efficiency of the team and the transportation fleet. Plans, coordinates, organizes and conducts a classroom and behind-the-wheel bus driver training program according to established DMV and Department of Education laws, rules and regulations; reviews and evaluates bus drivers, assuring a high standard of performance is maintained; drives a bus on assigned routes.

Representative Duties: (For purposes of the Americans with Disabilities Act all the functions listed below are considered essential.)

- Plans, organizes, coordinates, prioritizes and supervises the functions of the day-to-day transportation operation; driver training of transportation personnel; school bus safety program; and maintenance and repair of the District motorized equipment.
- Provides leadership for problem resolution to facilitate improved working relationships and delivery of services.
- Plans, develops, implements and conducts training programs for bus drivers; assures safe driving practices are in accordance with District and State transportation policies, rules and regulations.
- Drives a school bus over designated routes in accordance with specified time schedules and in accordance with regulations and laws related to pupil transportation; transports students to and from school, special events and field trips.
- Reviews, monitors and audits bus routing, pupil transportation schedules and motorized equipment repair and replacement to ensure adherence to cost effective operations and the appropriate utilization of personnel and equipment.
- Trains and assists new drivers concerning student behavior management and other pupil transportation related problems and situations.
- Rides with bus drivers and evaluates new bus stops or changes in routes; reports observations of obstructions and road hazards to appropriate personnel or department.
- Investigates accidents involving pupil transportation equipment and District-owned vehicles and equipment and prepares appropriate evaluation reports.
- Conducts bus inspections with bus drivers and report damage, vandalism, malfunctions and defects as assigned.
- Recommends assignment of drivers maximizing the utilization of equipment and personnel.
- Develops, compiles and maintains a variety of bus driver records, including license and certificate expirations, medical expirations and advance training hours required for the renewal of the bus driver certificate.
- Confers with and advises site and District personnel and the educational community regarding pupil transportation services, related problems, issues and concerns.

- Keeps instructor's manual up to date with current and/or revised training information as provided by the State Department of Education.
- Conducts safe driving and safe working methods and procedures training programs.
- Performs related duties as assigned.
- Consults with area CHP school/pupil safety officer and coordinators regarding driver applicant testing results.
- Participates in budget planning process and in the development, implementation and maintenance of expenditure control procedures.
- Performs other related duties as assigned.
- Oversees the purchasing of vehicles.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Basic principles, methods, trends, procedures and techniques of a comprehensive pupil transportation program.
- Principles, methods, techniques and strategies for the training of school bus drivers.
- Provisions of the California Motor Vehicle Code, Title XIII, and the Education Code applicable to the operation of vehicles in the transportation of students and in the training of school bus drivers.
- Measurement of performance to department goals and standards and establishment of targets for improvements in safety, quality, cost, delivery of services and employee relations.
- Methods, procedures and techniques related to a large pupil transportation operation.
- Safe driving practices and methods.
- Leadership: a demonstrated ability to lead people and get results through others.
- Excellent interpersonal and communication skills.
- High performance teams and a strong team player.

ABILITY TO:

- Evaluate specifications of work rules, procedures, routes and schedules and to maximize efficiency.
- Plan, develop and implement bus driver training and safety programs.
- Assist in the planning and organization of effective and efficient bus routes and schedules.
- Maintain accurate records and be able to prepare complete and comprehensive reports.
- Communicate effectively in oral and written form.
- Understand and carry out oral and written directions.
- Establish and maintain cooperative working relationships.

Education and Experience:

Any combination equivalent to: graduation from high school supplemented by training or course work pertaining to school bus driver training and four years of experience in the operation of a school bus.

Certificates, Licenses, Registrations:

- Valid Class B driver's license.
- Valid School Bus Driver's Certificate issued by the California Highway Patrol.
- First Aid Certificate.
- State Department of Education Driver Instructor Certificate. (must obtain if not currently certified)

Working Conditions:

ENVIRONMENT:

- School bus environment.
- Driving in various road and weather conditions.
- Noise.

PHYSICAL DEMANDS:

- Lift, carry, push and pull heavy objects.
- Sitting for extended periods of time when operating a transportation vehicle.
- Walking and stepping up/down or standing for extended periods of time.
- Bending at the waist.
- Hearing and speaking to exchange information.

HAZARDS:

Traffic hazards when stopping traffic and escorting students across street.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position.

Adopted: (6/05) (3/07)