

<i>Bargaining Unit / Group: CSEA 868</i>
<i>Salary Range: 135</i>
<i>Approved: January 1, 2016</i>
<i>Revised:</i>

**CAMPBELL UNION SCHOOL DISTRICT
BUS DRIVER/TRAINER**

JOB DESCRIPTION:

Under the direction of the Transportation/Operations/Facilities Supervisor, plan, organize and conduct classroom and behind-the-wheel training for potential drivers and on-going training for Bus Drivers; monitor and report on Bus Drivers' knowledge and skills; perform the duties of a Bus Driver.

RESPONSIBILITIES:

- Schedule and conduct driver training for potential bus drivers which include classroom and behind-the-wheel training in school bus operation and safety; conduct observations in the field; maintain records for licensed drivers in accordance with State regulations; schedule and conduct classroom and behind-the-wheel evaluation of driving skills for employees for required in-service renewal of licenses.
- Drive a bus daily or as assigned over designated urban and suburban routes in accordance with time schedules, picking up or discharging students, stopping traffic as necessary to escort students safely across streets; conduct daily safety inspections of assigned bus before beginning the route; ride established routes to check stops for safety and location; utilize maps to determine best routes to special events.
- Attend meetings regarding new law and training requirements; conduct meetings of drivers to discuss new laws, training requirements, and various safety and bus operations; assist in the identification and follow-up of safety hazards.
- Provide training for each school bus driver per school year and record such training as it is given; maintain records pertaining to training; plan regular training sessions on appropriate topics; instruct drivers in proper procedures related to the daily operation of school bus, emergency bus evacuation and safety; ride with each driver each school year to train, evaluate skills, identify areas of concern and provide general behind-the-wheel training.
- Maintain records of licensing requirements for school bus drivers; monitor drivers' medicals, schedule appointments for renewal as needed; maintain updated driver training manuals and materials related to passenger transportation safety and training.
- Assist in scheduling student transportation routes and assign bus drivers and equipment.
- Maintain records of operation of assigned vehicles as required by the District; complete daily reports on the operating condition or defects of an assigned bus.
- Provide special care and assistance to handicapped students as necessary.
- Administer first aid to students as required.
- Perform other related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Street conditions and roads on designated driving routes.
- Provisions of the Motor Vehicle Code, the Education Code and other regulations applicable to the operation of vehicles in transporting students and faculty.
- Operation of a bus.
- Proper use of street maps.
- Basic record-keeping.
- Concepts of the appropriate discipline and control of students.
- Appropriate safety precautions and procedures.
- Curriculum requirements for behind-the-wheel and driver classroom bus training and refresher classes.
- Principles and practices of supervision and training.

Ability to:

- Conduct classroom and behind-the-wheel classes for bus driver trainees and licensed Bus Drivers.
- Conduct field evaluations of Bus Driver proficiency.
- Monitor and control student passengers' behavior.
- Enforce rules to maintain safe passenger environment.
- Maintain vehicle in a clean and safe condition/
- Maintain basic records.
- Perform first aid as required.
- Conduct bus evacuation training.
- Provide leadership to Bus Drivers.
- Operate a vehicle observing legal and defensive driving practices.
- Understand and follow oral and written instructions.
- Establish and maintain cooperative and effective working relationships with others.

Education and Experience:

Any combination equivalent to: graduation from high school and four years bus driving experience.

LICENSES AND OTHER REQUIREMENTS:

- Possession of a valid California Bus Driver Instructor Certificate.
- Valid unrestricted California driver's license with appropriate passenger and air brake endorsements.
- Valid First Aid and CPR Certificate issued by an authorized agency.

REPORTS TO:

Transportation/Operations/Facilities Supervisor

TERMS OF EMPLOYMENT:

Salary and work year to be according to the current schedule

EVALUATION:

Performance of this job will be evaluated in accordance with the District's policies and procedures and existing contract between Campbell Union School District and the California School Employees Association, Chapter 868.

WORKING CONDITIONS:

School bus and outdoor environment.
Seasonal heat and cold or adverse weather conditions.
Evening or variable hours.
Exposure to fumes, dust, odors, oil/grease and gases.
Driving a vehicle to conduct work.
Traffic hazards.

PHYSICAL DEMANDS:

While performing the essential functions and responsibilities of this job, the employee is regularly required to stand, walk, sit, and reach with hands and arms and speak and hear effectively. The employee must regularly lift and/or move up to 40 pounds and occasionally lift and/or move up to 50 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions. Seeing to monitor passengers and operate a vehicle. Lifting moderately heavy children or objects.