

FRESNO UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Bus Driver/Trainer	REPORTS TO:	Director, Transportation
DEPARTMENT:	Transportation	CLASSIFICATION:	Supervisory
FLSA:	Non-Exempt	WORK YEAR:	Varies
BOARD APPROVAL:	July 28, 2010	SALARY:	S-42/Supervisory Salary Schedule

BASIC FUNCTION:

Plan, coordinate and organize a classroom and behind-the-wheel bus driver training program; review and evaluate bus drivers, ensuring a high standard of performance is maintained to provide a safe, clean, and orderly environment for students and staff; drive a bus on assigned routes.

REPRESENTATIVE DUTIES: (Persons employed in this position may perform any combination of the essential functions shown below (E). This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

Plan, develop and implement training programs for bus drivers; ensure safe driving practices are in accordance with current District and State transportation policies, rules and regulations. *E*

Train and assist new drivers concerning student behavior management and other pupil transportation related problems and situations. *E*

Ride with bus drivers and evaluate new bus stops or changes in routes to ensure timely delivery of high quality services; report observations of obstructions and road hazards to appropriate personnel or department. *E*

Recommend assignment of drivers, maximizing the utilization of equipment and personnel to ensure the financial viability of the district. *E*

Develop, compile and maintain 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. *E*

Plan, develop and conduct school bus driver certificate renewal training programs. *E*

Conduct safe driving and safe working methods and procedures training programs to ensure the safety of staff, parents, students, and the community. *E*

Conduct bus inspections with bus drivers and report damage, vandalism, malfunctions and defects to provide a safe, clean and orderly environment for students and staff. *E*

Assist in the selection and performance evaluation of bus drivers.

Perform related duties as assigned.

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, including one year involved with a school bus driver training program.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class B P-S driver's license with zero restrictions; Valid School Bus Driver's Certificate issued by the California Highway Patrol with zero restrictions; valid California medical certificate; State Department of Educator Driver Instructor Certificate.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles, methods, techniques and strategies for the training of school bus drivers.
Current 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.
Methods, procedures and techniques related to a large pupil transportation operation.
Safe driving practices and methods.
Interpersonal skills using tact, patience and courtesy.
Correct English usage, grammar, spelling, punctuation and vocabulary.
District organization, operations, policies, objectives and goals.

ABILITY TO:

Plan, develop and implement bus driver training and safety programs.
Train, supervise, evaluate and provide clear expectations to assigned personnel.
Assist in the planning and organization of effective and efficient bus routes and schedules.
Plan, organize and prioritize work to meet schedules and time lines.
Maintain accurate records and be able to prepare complete and comprehensive reports.
Apply current applicable sections of the Education Code and laws.
Learn new or updated computer systems/programs to apply to current work.
Communicate, understand and follow both oral and written directions effectively.
Analyze situations accurately and timely and adopt effective courses of action.
Establish and maintain cooperative and effective working relationships with a diverse range of people.
Learn new or updated computer systems/programs or skills to apply to current work.
Communicate using patience and courtesy in a manner that reflects positively on the organization.
Assist in sustaining and monitoring the financial viability of the district.
Actively participate in meeting District goals and outcomes.
Apply integrity and trust in all situations.

WORKING CONDITIONS:

ENVIRONMENT:

School bus driving and training environment; driving in various road, weather and traffic conditions to conduct work; exhaust fumes; occasional contact with dissatisfied individuals.

PHYSICAL ABILITIES:

With reasonable accommodations, if necessary, sitting for extended periods of time; dexterity to operate business related equipment, and manipulate various materials and objects; bending at the waist; hearing and speaking to exchange information and provide training; seeing to read bus driver records.

Fresno Unified School District is an Equal Opportunity Employer and reasonable accommodations are made under the Americans with Disability Act as required by law.

E=Essential Functions