Position title: Delegated Behind the Wheel Trainer

Salary Range: 17
Calendar Year

Position Description:

Under general supervision of the Transportation Supervisor, performs duties as a school bus driver; assists with the behind the wheel training of applicants for school bus driver certification; provides behind the wheel training for licensed drivers; observes and assesses the driving skills and proficiencies of licensed school bus drivers and trainees to maintain and promote excellence in transportation safety and service; performs other related duties as may be required.

This position classification is characterized by the responsibility to assist the Transportation Supervisor and the Driver Trainer in maintaining school bus driver safety and service compliance by assisting with behind the wheel training responsibilities.

Examples of Duties/Responsibilities:

- Complete daily bus route duties and field trips as assigned (E)
- Perform all duties as listed in the Bus Driver job description
- Conduct behind the wheel driver observations and behind the wheel proficiency check rides (E)
- Evaluates the driving skill and safety practices of school bus drivers, and gives them instructions as necessary (E)
- Oversees and/or participates in bus evacuation drills
- Maintain records of Behind the Wheel training and written reports (E)
- Complete route audits to confirm ridership counts, stop times, and accuracy
- Plan, organize, and conduct behind the wheel training activities for all new drivers as required by law and regulations (E)
- Provide driver training, behind-the-wheel, to bus drivers of the district and prospective drivers (E)
- Assist school bus drivers to successfully prepare for CHP written and drive tests (E)
- Attend training to stay informed of all transportation laws, rules, and regulations (E)
- Inspect wheelchairs and car/safety seats for safe transportation of students, reporting unsafe conditions to the appropriate personnel (E)
- Perform related duties as assigned

(E) - Essential

Minimum Qualifications:

Knowledge of:

- All applicable provisions of the California Vehicle Code, California Code of Regulations Title V and XIII, the Passenger Transportation Safety Handbook, HPH 82.7, and Education Code relating to pupil transportation
- School bus transportation procedures and safe driving practices
- Required safety devices on school buses
- Safe and defensive driving methods and techniques
- Positive student management methods to maintain order on the bus
- Mechanical characteristics of school buses
- Proper utilization of two-way radios
Basic techniques of Supervision
Proper wheelchair loading, securement, and unloading practices
Behind the wheel training as outlined in the instructor’s manual for California Bus Drivers’ Training Course
General public relations

**Ability to:**

- Drive and operate a school bus safely and efficiently
- Learn and observe legal and defensive driving practices
- Learn and apply principles of training and instruction
- Use independent judgement
- Work under pressure, meet deadlines and establish priorities
- Balance and maintain route work and training duties efficiently
- Communicate effectively using correct pronunciation and grammar
- Understand and carryout oral and written directions
- Establish and maintain effective working relationships
- Train and motivate others toward proper driving and safety standards
- Develop and conduct instructional programs
- Learn and utilize new and current technologies
- Maintain confidentiality of privileged information
- Learn to guide, organize and schedule the work of others

**Education and Experiences:**

- Graduation from High School or equivalent

**AND**

- Three (3) years of successful experience in the operation of a school bus.

**License and Certificates:**

- Possession of a valid California Driver’s License - (Class B)
- Possession of a California Special School Bus Driver’s Certificate issued by the CHP
- Possession of a School Bus Delegated Behind the Wheel Certificate OR ability to obtain within one (1) year of employment.
- A driving record insurable under District standards
- A Valid First Aid Certificate

**Working Conditions:**

- Subject to driving a vehicle to conduct work
- Subject to driving in various road and weather conditions to conduct work
- School bus driving and training environment
- Exposure to moderate noise and vibration, fumes and/or airborne particles, toxic and caustic chemicals
- Operate a large passenger bus for prolonged periods of time requiring constant attention to traffic and road conditions while maintaining appropriate student passenger behavior
- Indoor/Outdoor
Physical Abilities:

- Bending, stooping and squatting
- Twisting at waist
- Mobility
- Must be able to safely enter/exit a school bus through the 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
- Visual acuity to inspect records and reports
- Reaching overhead, above the shoulders, or horizontally
- Standing/Sitting for extended periods of time
- Medium work: lifting, carrying, pushing and/or pulling up to approximately 50 pounds

Hazards:

- Exposure to abusive or uncooperative individuals
- Exposure to bio-hazard materials
- Exposure to driving a school bus
- Exposure to noise, fumes, vapors, oil/grease and odors
- Exposure to adverse weather conditions
- Exposure to vibration
- Traffic hazards
- Working around and with machinery having moving parts

Proposed: 12/17/18
CSEA Negotiations: 03/20/19
Board Approved: 06/04/19