

# *Magnolia School District*

## DRIVER TRAINER/SUPERVISOR

### **DEFINITION**

Under supervision of the Director of Maintenance, Operations, Transportation and Facilities (MOTF), trains employees to acquire or maintain bus driver's certificate, assists in the operation of the district's transportation program and operates a school bus over designated routes.

### **EXAMPLES OF DUTIES**

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the class.

- Drives a bus over designated routes;
- Picking up and discharging children;
- Escorts children across streets when necessary;
- Transports children and teachers on field trips;
- Assists in maintaining buses;
- Develops bus routes;
- Assigns drivers to bus routes and to field trips;
- Keeps records of mileage, and children transported on all buses; and time for drivers for regular education; special education and field trips;
- Receives complaints regarding transportation;
- Trains drivers;
- Performs other related duties as assigned.

### **LICENSES REQUIRED**

- California Class B operator's license with school bus and passenger endorsements;
- California Highway Patrol bus driver's certificate with no equipment restrictions;
- DMV form DL51
- California Bus Instructor License
- Driver trainer certificate from State Department of Education

### **MINIMUM QUALIFICATIONS**

#### **Knowledge of:**

- Provisions of the California Motor Vehicle Code and California Administrative Code, Title V applicable to the transportation of school children;
- Proper methods of classroom and behind-the-wheel training;
- Basic preventive maintenance requirements of automotive equipment;
- Basic record keeping.

#### **Ability to:**

- Drive a school bus and other automotive equipment in a safe and effective manner;
- Maintain order among school children on a school bus;
- Understand and carry out oral and written instructions;
- Prepare reports as required;
- Pass a required physical examination;
- Load and unload physically handicapped students;
- Maintain effective working relationships.

**Experience:**

- Two years of driving experience on Type I and Type II buses, preferably with a school district.

**Education:**

- At the level necessary to perform the above duties;
- Post-secondary Education – Preferred.

**WORKING ENVIRONMENT**

While performing the duties of this job, the employee works in a school and/or classroom as needed. The employee's primary responsibility is working with students and staff during the school day. This position may involve frequent interruption and direct contact with staff, students and the public; a high volume of responsibilities that may require working without direct and/or constant supervision; and working in a school environment where the noise level is usually moderate.

**PHYSICAL AND MENTAL REQUIREMENTS**

The physical and mental requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will exert 75-100 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.
- Depending on the work location, this assignment may involve sitting, walking, bending, squatting or standing for brief periods. Other locations may be mostly standing moving from computer to computer.
- Perceiving the nature of sound, near and far visual acuity, depth perception, providing oral information, the manual dexterity to operate business related equipment and handle and work with various materials and objects are important aspects of this job.

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

Range: 48M

Revised: 8/07/78; 10/6/80; 6/29/16, 02/2018

Approved: 04/2017

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*EQUAL OPPORTUNITY EMPLOYER*

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