

MOTHER LODE UNION SCHOOL DISTRICT
Position Description

TITLE:	Lead Driver/ Trainer	REPORTS TO:	Director of M.O.T.
DEPARTMENT:	Transportation	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	WORK YEAR:	11 months
BOARD APPROVAL:	3/14/07	SALARY:	Range 14
CSEA APPROVAL:	1/9/07		

BASIC FUNCTION:

Plan, coordinate and organize a classroom and behind-the-wheel bus driver training program; assist in review of bus drivers assuring a high standard of performance is maintained; drive a bus on assigned routes, coordinate schedules of buses.

REPRESENTATIVE DUTIES:

- Plan, develop and implement training programs for bus drivers; assure safe driving practices are in accordance with 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; report observations of obstructions and road hazards to appropriate personnel or department. *E*
- Recommend assignment of drivers maximizing the utilization of equipment and personnel *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. *E*
- Conduct bus inspections with bus drivers and reports damage, vandalism, malfunctions and defects as assigned. *E*
- Assists in the selection 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.

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LICENSES AND OTHER REQUIREMENTS:

- 1) California Commercial Class A or B Drivers License (Unrestricted ability to operate/train in all fleet school buses) with the following endorsements:
 - “P” Passenger Endorsement
 - “S” School Bus Endorsement
- 2) California Special Driver Certificate for School Bus including Valid First Aid Qualification
(if CHP First Aid Test waived must comply with Section 12522(c) of the CA Vehicle Code)
(Unrestricted ability to operate/train in all fleet school buses)
- 3) California Department of Education – School Bus Driver Instructor Certificate with No Instructional Limitations
(Unrestricted equipment limitations to train in all fleet school buses)
(In the case of a trainee, be in training for School Bus Driver Instructor Certificate and/or Delegated Behind-the-Wheel Trainer Certificate)
- 4) Valid Medical Examiners Certificate (DL-51A) & Medical Examination Report (DL-51)
- 5) Valid Documented TO-1 Training Hours
(in compliance with Sections 40080.-40090.5 of the CA Education Code)

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- 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.
- Methods, procedures and techniques related to a large pupil transportation operation.
- Safe driving practices and methods.
- Basic computer skills.

ABILITY TO:

- 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.

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WORKING CONDITIONS:

ENVIRONMENT:

School bus driving and training environment. Driving in various road and weather conditions to conduct work.

PHYSICAL ABILITIES:

Sitting or standing 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.

HAZARDS:

Exposure to driving a school bus during adverse weather and traffic conditions; exhaust fumes. Traffic hazards when instructing/doing red light cross-overs, doing bus stop evaluations and road conditions evaluations, inspecting at accident scenes. Exposure to bloodborne pathogens.