



RIALTO UNIFIED SCHOOL DISTRICT CLASSIFIED

SCHOOL BUS DRIVER SAFETY TRAINER

DEFINITION:

Under the direction of an assigned Administrator or Supervisor, plan, coordinate and conduct classroom instruction, behind-the-wheel training and on-the-road driving skills evaluation of bus drivers; monitor field operations for safety and service compliance; drive a bus on assigned routes; and perform other job-related duties as assigned and/or as required.

ESSENTIAL DUTIES:

- Plan, develop, schedule, implement and perform original and renewal classroom safety meetings/workshops and behind-the-wheel instruction and testing for Bus Drivers, transportation department staff and operators of commercial motor vehicles
- Perform and document on-the-road driving skills evaluations of Bus Drivers and operators of commercial motor vehicles in compliance with safety practices, departmental policies, State/Federal Code and Regulations.
- Assist in the selection and the performance evaluation of bus drivers; observe and test school bus drivers for certification and recertification; schedule school bus driver application, written and driving tests; ensure individual school bus drivers required licenses and certificates are current.
- Train employees to drive district vehicles, when necessary.
- Perform drug and alcohol training program with all employees that carry/holds a commercial driver license.
- Drive a bus over a designed route in accordance with a specified time schedule.
- Maintain records, logs, forms and documentation required by state and/or federal law and prepare appropriate reports; review vehicle inspection reports; ensure completeness of vehicle inspection reports.
- Ride with and monitor bus drivers to determine roadway performance, new bus stops, changes in routes, and report observations of overhanging branches, view obstructions, road or walking hazards; assist new drivers concerning student behavior management and other pupil transportation related problems and situations.
- Investigate school bus accidents and other operating incidents involving school buses and respond to staff and public concerns regarding operations safety.
- Perform in-the-field monitoring of fleet operations and service performance.
- Inspect and certify bus stops, loading zones, roadway and bus maneuvering restrictions.
- Develop, supervise, schedule, instruct and observe an instructional program to provide safe riding practices including bus evacuations.
- Make in-field operational decisions related to safe bus driver practices as necessary.
- Prepare repair and work orders for vehicles.
- Assist in coordinating new bus routes for the school year.
- Conduct and participate in a variety of meetings; schedule guest speakers for meetings; serve on committees as assigned.
- Communicate with personnel, parents and Federal, State and local agencies to exchange information and resolve issues or concerns.

- Operate a computer and assigned software.
- Perform other job-related duties as assigned and/or as required.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Principles, methods, techniques and strategies for training of school bus drivers.
- Street conditions and roads on designated driving routes.
- Provisions of the California Motor Vehicle Code, Title 5, Title 13 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.
- Operation of a school bus and safe driving practices and methods.
- Recordkeeping and report writing principles.
- Curriculum requirements for behind-the-wheel and driver classroom bus training and refresher classes.
- Principles and practices of training and providing guidance and direction to assigned transportation staff.

ABILITY TO:

- Plan, develop and implement classroom and behind-the-wheel classes for bus driver training and safety programs.
- Assist in the planning and organization of effective and efficient bus routes and schedules.
- Conduct field evaluations of Bus Driver proficiency.
- Monitor and control student passengers' behavior.
- Maintain accurate records and prepare complete and comprehensive reports.
- Operate a school bus observing legal and defensive driving practices.
- Operate a computer and assigned software.
- Communicate effectively in oral and written form.
- Understand and follow oral and written instructions.
- Establish and maintain cooperative working relationships.

EDUCATION AND EXPERIENCE:

EDUCATION:

Verification of a High School diploma, a GED certificate, or a higher degree.

EXPERIENCE:

Three years of experience in the operation of a school bus, including one year involved with a school bus driver training program. Recent job-related experience within the last five years is required.

LICENSES, CERTIFICATIONS AND OTHER REQUIREMENTS:

- Possession of a valid California Motor Vehicle Operator's Class A or B driver license with air brake, passengers, and school bus endorsement.
- Possession of a valid School Bus Driver Certificate issued by the California Highway Patrol, including a first aid certificate.

- Valid Medical Examiner's Certificate (Form MCSA-5876).
- Possession of a State Department of Education School Bus Driver Instructor Certificate.
- Insurability by the District's liability insurance carrier.

PREFERRED QUALIFICATIONS:

Supplemental training and coursework pertaining to school bus driving training is preferred, but not required.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor, school bus and outdoor environment. Seasonal heat and cold or adverse weather conditions. Driving a vehicle to conduct work.

PHYSICAL ELEMENTS:

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

- Will exert 50 to 75 pounds of force frequently to lift, carry, push, pull, to otherwise move objects.
- Operate a student transportation vehicle, sitting during much of the assignment.
- Will involve walking or standing for brief periods.
- Perceive the nature of sound, near and far vision, depth perception, providing oral information.
- Manual dexterity to operate business related equipment.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

POTENTIAL HAZARDS:

Traffic hazards. Exposure to fumes dust, odors, oil/grease and gases.

Revision Date: 2/1/2024