

JOB DESCRIPTION
Grossmont Union High School District

DRIVER INSTRUCTOR

Purpose Statement:

The job of Driver Instructor is done for the purpose/s of providing behind the wheel training and classroom training that addresses school bus operations to provide the District a pool of qualified school bus drivers, regulations, and safety procedures for the transporting of students over designated scheduled routes and/or to/from special excursions, sometimes in hazardous winter conditions in highly congested tourist areas; identifying training requirements for both new and experienced drivers; assessing bus drivers' knowledge and skills; and maintaining required documentation for audit in compliance with state certification purposes and for meeting district, state, and federal requirements.

This job reports to Director, Transportation

Essential Functions

- Acts as functional liaison to state agencies and/or district personnel (e.g. DMV, CHP, DOE, etc.) for the purpose of conveying and/or gathering information required for district operations.
- Conducts classroom training for the purpose of determining and reviewing bus drivers' and applicants' driving skills and complying with state certification.
- Coordinates activities (e.g. driving tests, CHP tests, classes, etc.) for the purpose of ensuring availability of facilities and/or equipment and delivering services in conformance to established guidelines.
- Coordinates scheduling and use of transportation equipment (e.g. field trips, extra curricular activities, athletic trips, etc.) for the purpose of meeting organization's emergency and routine transportation requirements.
- Inspects contractors equipment, licenses, certificates, medical exams and log books when under contract with the District to transport students on activity trips for the purpose of ensuring adherence to District and/or State requirements.
- Instructs school bus drivers and applicants for the purpose of providing behind the wheel training and addressing school bus regulations/safety procedures.
- Interprets and implements the California Code of Regulations, Vehicle Code for bus and commercial drivers for the purpose of ensuring compliance with established regulations.
- Investigates the safety of school bus stops as directed for the purpose of recommending alternate solutions to ensure optimum levels of safety.
- Maintains a variety of manual and electronic documents, records and/or files for the purpose of documenting activities, providing reliable information, and complying with district, state and federal requirements.
- Maintains transportation personnel information (confidential and non-confidential) (e.g. driver's licenses, physical, public record reports, etc.) for the purpose of providing documentation for audit purposes and meeting state, federal and administrative requirements.
- Monitors performance of bus drivers and applicants for the purpose of ensuring that state mandated skill levels are met and are in compliance with state certification requirements.
- Performs functions of bus drivers and bus attendants as needed for the purpose of meeting student transportation requirements.
- Plans, develops, and implements procedures for all training of school bus drivers and District commercial licensed drivers as directed by the Bus Operations Supervisor for the purpose of ensuring compliance with established regulations.
- Prepares training records and schedules for the purpose of identifying training needs (setting up classrooms, behind the wheel training, inservice and refresher training) for new and experienced bus drivers as directed.
- Processes training hours for the purpose of ensuring accurate up-to-date reference.

Other Functions

- Assists other personnel as may be required for the purpose of ensuring an efficient and effective work environment.
- Attends meetings, trainings, etc. for the purpose of maintaining skills and meeting requirements of school bus driver instructor certificate.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: training in group and individual settings; applying assessment instruments; adhering to safety practices; administering first aid; preparing and maintaining accurate records; and operating various types of buses under varying driving conditions.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge required to satisfactorily perform the functions of the job includes: safety practices and procedures; provisions of the California Motor Vehicle Code and Education Code applicable to the operation of school buses; first aid practices; methods and practices of driver instruction and training.

ABILITY is required to schedule activities and/or meetings; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and utilize equipment under a variety of conditions for multiple purposes. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize a wide variety of types of job-related equipment. In working with others, problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific abilities required to satisfactorily perform the functions of the job include: operate a school bus safely in a variety of weather and traffic conditions; work extended hours; bus routes and information critical to ensure passenger safety upon egress from bus; exercising sound judgment, being attentive to detail; communicating with diverse groups; displaying tact and courtesy; meeting deadlines and schedules; working with constant distractions; communicate concepts; provide formal and informal instruction; and motivate individuals.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of resources from other work units may be required to perform the job's functions. There is a continual opportunity to significantly impact the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 50% sitting, 30% walking, and 20% standing. The job is performed under some temperature extremes and some hazardous conditions.

Experience Job related experience with increasing levels of responsibility is desired.

Education Targeted job related education that meets organization's prerequisite requirements.

Required Testing

Alcohol and Drug Test

Certificates & Licenses

Valid California Commercial Class A or B Driver's License with passenger, air brakes, and school bus endorsements
Medical Certificate
California School Bus Driver Certificate
California Dept. of Ed Instructor Certificate
First Aid/CPR Certificate

Continuing Educ. / Training

Department of Motor Vehicles annual on site examination

Clearances

Criminal Justice Fingerprint/Background Clearance
TB Clearance

FLSA Status

Non Exempt

Approval Date

6/15/2006

Salary Grade

Unit I 50