

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**POSITION DESCRIPTION**

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<b>TITLE:</b>	Bus Driver Instructor	<b>REPORTS TO:</b>	Assigned Supervisor
<b>DEPARTMENT:</b>	Transportation Services	<b>CLASSIFICATION:</b>	Classified
<b>FLSA:</b>	Non-Exempt	<b>SALARY GRADE:</b>	048 OSS
<b>REVISED:</b>	September 15, 2008		

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**BASIC FUNCTION:**

Conduct classroom instruction, behind-the-wheel training, and on-the-road driving skill evaluation of bus drivers; monitor field operations for safety and service compliance.

**REPRESENTATIVE DUTIES:** (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

**E = Essential Functions**

Perform classroom, workshop, and behind-the-wheel instruction and testing for district and contract carrier bus drivers including performance of mandated drug testing for all drivers; use breath alcohol testing devices and any other means of measurement for drug or alcohol testing as required by law. **E**

Perform and document on-the-road driving skill evaluation of district and contract carrier employed bus drivers. **E**

Lead and direct district and contract carrier bus drivers in compliance with safety practices, department policies, state codes and regulations. **E**

Follow and/or monitor bus drivers to determine roadway performance; identify drivers displaying unsatisfactory or marginal skills. **E**

Provide counseling and recommend remedial action, equipment restrictions, and other corrective measures to supervisory staff responsible for bus drivers. **E**

Assist in the appeal procedures for contract carrier drivers found unsatisfactory for district driving assignments. **E**

Perform in-the-field monitoring of fleet operations and service performance. **E**

Inspect and certify bus stops, loading zones, roadway, and bus maneuvering restrictions; investigate all bus accidents and other operating incidents involving school buses; investigate and respond to staff and public concerns regarding operations safety; attend meetings conducted by community groups with interest in school bus stops and other bus operations. **E**

Perform related duties as assigned.

**MINIMUM QUALIFICATIONS:**

**EDUCATION AND EXPERIENCE:**

Any combination of training, experience, and/or education equivalent to possession of a California School Bus Driver Instructor certificate or a California Delegated Behind-the-Wheel Trainer certificate.

**LICENSES AND OTHER REQUIREMENTS:**

Possession of a California School Bus Driver Instructor certificate or possession of a California Delegated Behind-the-Wheel Trainer certificate.

Possession of a valid California School Bus Driver Instructor certificate will be required within one year from date of selection.

Possession of a valid California Special Driver certificate for School Buses with valid first aid certificate, if required.

Possession of a valid Class A or B driver's license with passenger endorsement.

Possession of a valid D.O.T. (Department of Transportation) approved medical certificate.

Availability of private transportation (mileage expense allowance provided).

Personality and character traits suited to supervision and care of children of multiple ethnicities and cultural values, behavioral, and physical handicaps.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Correct English usage, grammar, spelling, punctuation, and vocabulary.

Applicable state and education code sections and traffic laws.

Safe driving methods and techniques.

Basic information regarding various mechanical characteristics of buses.

**ABILITY TO:**

Provide instruction and evaluation of on-the-road driving performance of bus drivers.

Communicate effectively orally and in writing.

Establish and maintain effective working relationships with others.

Learn pertinent district policies, rules, and contract specifications.

Plan and organize work.

Meet schedules and time lines.

Maintain records.

Exercise sound judgment.

Read, interpret, apply, and explain rules, regulations, policies, and procedures.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

School bus driving and training environment, office and classroom settings, driving to conduct work.

**PHYSICAL REQUIREMENTS:**

Hearing and speaking to exchange information; seeing to perform assigned duties; sitting or standing for extended periods of time; dexterity of hands and fingers to operate equipment including breath alcohol testing devices and other testing devices; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, lifting heavy objects.

**Note:** Safety sensitive job class. Employees in this job class will be subject to random selection for alcohol or controlled substance testing.