

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Lead Bus Driver Instructor	REPORTS TO:	Transportation Services Supervisor
DEPARTMENT:	Transportation Services	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	052 OSS
ISSUED:	December 11, 2007		

BASIC FUNCTION:

Lead and direct the work of Bus Driver Instructors and Behind-the-wheel Trainers; assist in providing oversight to the School Bus Driver Education Program.

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

Assist in monitoring, managing, and overseeing the district's School Bus Driver Education Program; assist in determining a schedule of classes and orientation sessions. **E**

Assist in scheduling and assigning training for district and contract carrier bus drivers; monitor trainees to ensure completion of each phase of the training program. **E**

Provide a central point of contact for other district departments and outside agencies. **E**

Maintain a wide variety of documentation, including records of training, drug and alcohol testing, licensing, physical exams, Employer Pull Notice, driving records and driving hours of employees to ensure that legal requirements are met. **E**

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:

A combination of training, experience, and/or education equivalent to possession of a California School Bus Driver Instructor permit and 3 years of experience providing instruction to bus drivers.

LICENSES AND OTHER REQUIREMENTS:

Possession of a California School Bus Driver Instructor permit.

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.

Lead and direct the work of others including School Bus Driver Instructors and Behind-the-wheel Trainers.

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.

Job Code 8411

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