



For the future of every student

## **CLASS TITLE: DELEGATED BEHIND THE WHEEL TRAINER**

### **BASIC FUNCTION:**

Under the direction of the Director of Transportation, using a considerable level of transportation and driving skills, assists with the behind the wheel training of applicants for school bus driver certification; provides behind the wheel and inservice training for licensed drivers; reviews and observes the driving skills and proficiencies of licensed school bus drivers. Must also drive a bus to transport students to and from school, and to/from other sites within designated route(s), and to ensure the safety of student passengers while riding in a school bus.

### **DISTINGUISHING CHARACTERISTICS:**

The Delegated Behind the Wheel Trainer differs from the Bus Driver classification in that the additional duties of training and retraining responsibilities are included as essential duties, which require specialized training and experience. The Delegated Behind the Wheel Trainer assists with behind the wheel training in comparison to the Transportation Safety & Training Specialist classification which is responsible for developing, implementing and conducting classroom and behind the wheel training sessions.

### **REPRESENTATIVE DUTIES:**

#### **ESSENTIAL DUTIES:**

Performs the duties of a Bus Driver.

Assists with planning and organizing a school bus driver training program in compliance with California State laws and District policies and procedures; conducts behind the wheel driver observations and behind the wheel proficiency check rides; instructs prospective and new school bus drivers in the proper methods of operating and maintaining a school bus in a safe and efficient manner.

Conducts a program for reviewing and upgrading performance of school bus drivers; provides retraining.

Maintains current knowledge and advises bus drivers of applicable transportation laws, rules, regulations and related District policies and procedures.

Attends meetings for school bus drivers; may arrange and attend other meetings maintains a variety of records and prepares reports as needed.

Other duties as assigned that support the overall objective of the position.

### **KNOWLEDGE AND ABILITIES:**

#### **KNOWLEDGE OF:**

Principles, practices, methods and strategies for providing behind-the-wheel training and instruction for school bus drivers.

Provisions of the California Motor Vehicle Code, Education Code and administrative rules and regulations applicable to the transportation of pupils.

Safe and defensive driving practices.

Understanding of bus operation and safety sufficient to recognize problems and take appropriate action.

Proper operation of school buses.

Applicable traffic and student transportation laws, codes and regulations.  
Basic first aid procedures.  
Record-keeping and report preparation techniques.  
Interpersonal skills using tact, patience and courtesy.  
Health and safety regulations.  
Strong communication skills in order to train as well as carry out the normal range of communications associated with school bus drivers.  
Public speaking techniques.

**ABILITY TO:**

Provide behind-the-wheel training and instructional activities for District school bus drivers concerning the safe and proper operation of District school buses.  
Observe and explain legal and defensive driving practices.  
Assess driver skills and progress, and assure compliance with license and certification training and renewal requirements.  
Interpret, apply and explain laws, codes, rules, regulations, policies and procedures.  
Drive a school bus safely and efficiently while keeping to well-established schedules; maintain order among students, both while driving and at bus stops.  
Learn and follow designated routes.  
Maintain bus in clean and proper working condition.  
Conduct safety inspections and perform routine preventive maintenance.  
Administer first aid.  
Maintain and update bus driver and various other records and prepare reports.  
Operate standard office equipment, including computers and related software.  
Work independently.  
Meet schedules and time lines.  
Communicate effectively both orally and in writing.  
Establish and maintain cooperative and effective working relationships with others.  
Maintain regular and consistent attendance.

**EDUCATION AND EXPERIENCE:**

Possession of a high school diploma or general education development (GED) equivalent, and one year experience as a driver of the appropriate type and size vehicle immediately preceding the date of selection as a delegated behind-the-wheel trainer.

**LICENSES AND OTHER REQUIREMENTS:**

- Possession of a Commercial Driver License, Class A or B, with appropriate endorsements valid for driving and training in a particular type and size vehicle.
- Possession of a California Special Driver Certificate of the appropriate type, valid for driving and training in a particular type and size vehicle.
- A driving record without a chargeable accident in any vehicle within the three years immediately preceding the date of selection as a delegated behind-the-wheel trainer.
- Successful completion of all training in the latest edition of the *Instructor's Behind-the-Wheel Training Guide for California's Bus Driver's Training Course* given by, and in the presence of, a state-certified instructor of the appropriate class.
- Successful completion of a written assessment test on current laws, regulations, and policies given by, and in the presence of, a state-certified instructor of the appropriate class.
- Successful completion of a driving test and a behind-the-wheel training performance test on all phases of behind-the-wheel and vehicle training. The test shall be given by, and in the presence of, a state-certified instructor of the appropriate class.

- Candidates selected by their employer as delegated behind-the-wheel trainers must be approved by the California Department of Education before conducting behind-the-wheel training.

**WORKING CONDITIONS:****ENVIRONMENT:**

School bus, indoor and outdoor environment.

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

Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard.

Sitting or standing for extended periods of time while operating buses.

Hearing and speaking to exchange information.

Reaching, pulling and pushing to open bus doors.

Bending at the waist, kneeling or crouching to inspect buses.

Climbing ladders or steps.

Reaching overhead, above the shoulders or horizontally.

Seeing to monitor passengers and/or driver skills, and to operate a vehicle.

**HAZARDS:**

Traffic hazards.

Driving a vehicle during adverse weather conditions.

Fumes from chemical cleansers and bus operation.

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*Approved by Personnel Commission: 07/17/2019*