



For the future of every student

CLASS TITLE: TRANSPORTATION SAFETY & TRAINING SPECIALIST

BASIC FUNCTION:

Under the direction of the Director of Transportation, provide classroom and behind-the-wheel training and instructional activities for District school bus drivers concerning the safe and proper operation of District school buses; develop, implement and conduct training sessions to enhance and reinforce school bus driver skills; maintain and update related records.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Provide classroom and behind-the-wheel training and instructional activities for District school bus drivers; develop, implement and conduct training sessions to enhance and reinforce school bus driver skills; drive a school bus to perform behind-the-wheel demonstrations.

Provide instruction to drivers concerning the safe and proper operation of a school bus in accordance with State, federal and District standards and regulations; explain safety, first aid, emergency situations, and related standards, requirements, regulations, practices, techniques and procedures.

Compile information and maintain and update various records and logs related to training activities, bus drivers, licensing, accidents and assigned duties; assist in assuring proper licensing of District bus drivers and updating of related records; prepare and distribute various reports.

May assist with a variety of dispatching and routing duties in support of student transportation functions. Evaluates constructed routes, and conducts ride-alongs with drivers to perform safety assessments of driver and/or routes; reports feedback regarding assessments as needed.

Schedule and conduct classroom and behind-the-wheel evaluation of driving skills for employees; assess driver skills and progress and assure compliance with license and certification training and renewal requirements

Oversee and provide work direction and guidance to delegate trainers as directed; assign duties and review work for compliance with established standards, requirements and procedures.

Conduct required safety inspections of buses; inspect interior, exterior and engine of buses to assure safe operational condition; check brakes, lights, doors, mirrors and other equipment; report mechanical malfunctions or other problems as needed.

Communicate with District personnel and outside agencies to exchange information, coordinate activities and resolve issues or concerns.

Operate a variety of classroom equipment such as overhead projectors, televisions, DVD players, VCR's, computers and assigned software.

Provide instruction to new bus drivers concerning certification, vehicle components, driving fundamentals, defensive driving, student discipline and community relations as assigned; arrange for and provide review training for renewal drivers.

Prepare and develop lesson plans and instructional techniques for classroom and behind-the-wheel activities; maintain and update procedural documents, manuals and other training information and materials.

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

Drives a school bus or other transportation vehicle within a prescribed route(s) in accordance with time schedules, picking up and discharging students at designated stops, as needed.

As needed when driving a school bus may transport students and teachers on field trips to various locations following routes as directed; escort students across streets; maintain order and proper discipline of student passengers according to District policy; enforces bus riding rules and issues written bus citations to students regarding bus discipline problems.

May conduct safety and operational inspection of buses prior to starting route; reports needed mechanical repairs; services buses with fuel.

Performs periodic safety drills as required by law.

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 and classroom 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.

General practices, procedures and techniques used in student transportation routing and scheduling.

Proper operation of school buses.

Applicable traffic and student transportation laws, codes and regulations.

Record-keeping and report preparation techniques.

Interpersonal skills using tact, patience and courtesy.

Health and safety regulations.

Oral and written communication skills.

Public speaking techniques.

ABILITY TO:

Provide classroom and behind-the-wheel training and instructional activities for District school bus drivers concerning the safe and proper operation of District school buses.

Develop, implement and conduct training sessions to enhance and reinforce school bus driver skills.

Drive a school bus safely and efficiently.

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.

Maintain and update bus driver and various other records and prepare reports.

Operate standard office equipment, including computers and related software

Work independently with little direction.

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:

Any combination equivalent to sufficient experience, training and/or education to demonstrate the knowledge and abilities listed above. Typically, this would be gained through: graduation from high school (or equivalent) and two years school bus driving experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class B commercial driver's license with passenger and air brake endorsements.
Valid and appropriate California School Bus Driver Instructor's Certificate.
Valid First Aid Certification issued by an authorized agency.

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.
Seeing to monitor driver skills and operate a vehicle.

HAZARDS:

Traffic hazards.
Driving a vehicle during adverse weather conditions.

Approved by Personnel Commission: 09/19/2007
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