

# MODESTO CITY SCHOOLS

## JOB DESCRIPTION

### SCHOOL BUS DRIVER/INSTRUCTOR

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#### **DEFINITION:**

Under the direction of the Supervisor-Transportation, plan, organize and conduct classroom and behind-the-wheel training for potential drivers and on-going training for Bus Drivers; monitor and report on Bus Drivers' knowledge and skills; perform the duties of a Bus Driver.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Schedule and conduct driver training for potential bus drivers which include classroom and behind-the-wheel training in school bus operation and safety; maintain records for licensed drivers in accordance with State regulations; schedule and conduct classroom and behind-the-wheel evaluation of driving skills for employees for required in-service renewal of licenses.
- Conduct observations in the field.
- Drive a bus daily or as assigned over designated urban and suburban routes in accordance with time schedules, picking up or discharging students, stopping traffic as necessary to escort students safely across streets.
- Conduct daily safety inspections of assigned bus before beginning the route.
- Attend meetings regarding new law and training requirements; conduct meetings of drivers to discuss new laws, training requirements, safety and bus operations.
- Assist in assigning drivers and resolving problems.
- Provide training for each school bus driver and record such training as it is given; maintain records pertaining to training.
- Plan regular training sessions on appropriate topics; instruct drivers in proper procedures related to the daily operation of school bus, emergency bus evacuation and safety.
- Maintain records of licensing requirements for school bus drivers; monitor drivers' medicals, schedule appointments for renewal as needed; maintain updated driver training manuals and materials related to passenger transportation safety and training.
- Ride established routes to check stops for safety and location.
- Assist in the identification and follow-up of safety hazards.
- Assist in scheduling student transportation routes and assign bus drivers and equipment.
- Utilize maps to determine best routes to special events.
- Communicate with personnel and various outside agencies to exchange information and resolve issues or concerns.
- Operate a two-way radio.

#### **OTHER DUTIES:**

- Perform related duties as assigned.

#### **REQUIRED QUALIFICATIONS:**

##### Education and Experience:

- Any combination equivalent to: graduation from high school and sufficient training and five years school bus driving experience.

##### Licenses and other Requirements

- Possession of a valid California Bus Driver Instructor Certificate.
- Valid unrestricted California Class B driver's license with appropriate passenger and air brake endorsements.
- Valid First Aid Certificate issued by an authorized agency.

- Valid medical examiner's certificate issued in accordance with the motor carrier safety regulations of the Department of Motor Vehicles.
- School Bus Driver's Certificate issued by the Department of Motor Vehicles.
- Must provide DMV printout within five work days of offer of employment.
- Maintain participation in CA DMV Assessment System/Automatic Pull Program.

Knowledge of:

- Street conditions and roads on designated driving routes.
- Provisions of the Motor Vehicle Code, the Education Code and other regulations applicable to the operation of vehicles in transporting students and faculty.
- Operation of a bus.
- Proper use of street maps.
- Basic record-keeping.
- Concepts of the appropriate discipline and control of students.
- Appropriate safety precautions and procedures.
- Curriculum requirements for behind-the-wheel and driver classroom bus training and refresher classes.
- Principles and practices of supervision and training.

Ability to:

- Conduct classroom and behind-the-wheel classes for bus driver trainees and licensed Bus Drivers.
- Conduct field evaluations of Bus Driver proficiency.
- Monitor and control student passengers' behavior.
- Enforce rules to maintain safe passenger environment.
- Maintain vehicle in a clean and safe condition/
- Maintain basic records.
- Perform first aid as required.
- Conduct bus evacuation training.
- Provide leadership to Bus Drivers.
- Operate a vehicle observing legal and defensive driving practices.
- Understand and follow oral and written instructions.
- Establish and maintain cooperative and effective working relationships with others.

**WORKING CONDITIONS:**

Work Environment:

- School bus, indoor and outdoor environment.
- Seasonal heat and cold or adverse weather conditions.
- Evening or variable hours.
- Exposure to fumes, dust, odors, oil/grease and gases.
- Driving a vehicle to conduct work.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Sitting 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 and wash buses.
- Reaching overhead, above the shoulders or horizontally.

- Seeing to monitor passengers and operate a vehicle.
- Lifting moderately heavy children or objects.

Hazards:

- Traffic hazards.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

**Cabinet Approved: 10/15/13**

**Unit Approved: 10/16/13**

**Board Approved: 10/21/13**

**FLSA Status: Non Exempt**

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