

JOB TITLE: *TRANSPORTATION ASSISTANT/DRIVER TRAINER*

DESCRIPTION OF BASIC RESPONSIBILITIES:

To operate a school bus over designated routes for the purpose of transporting students; maintains responsibility to train District bus drivers, and to coordinate transportation services in support of supervisor. All members of our staff are part of our learning community and, as such, share responsibility for the education and well-being of our students.

SUPERVISOR: Superintendent or designee

TYPICAL DUTIES:

1. All duties as outlined in the "Bus Driver" job description.
2. Processes field trip requests/assigns drivers.
3. Recommends bus routes/stops and modifications.
4. Maintains District-wide transportation records.
5. Trains new and current bus drivers.
6. Organizes and conducts monthly driver meetings.
7. Attends various meetings/workshops/activities related to bus transportation.
8. Provides input to supervisor regarding bus driver performance evaluation.
9. Coordinates evacuation drill schedule with Principals on an annual basis.
10. Successfully completes special California Highway Patrol training for Driver Trainer Certificate.
11. Monitors and responds to District radio communication network.
12. Performs other duties similar to the above in scope and function as required.
13. Develops and updates prescribed driver checklists for inspecting vehicles to maintain safe operating condition.
14. In consultation with supervisor, coordinates District safety programs.
15. In consultation with supervisor, assists with driver scheduling, time, and observes record-keeping.

EMPLOYMENT STANDARDS:

Possession of currently valid Class B Driver's License, Air Brake Endorsement with no limitations, Passenger Endorsement, California Special Certificate (State Certified School Bus Driver), First Aid Certificate, and Department of Transportation DL-51 (Medical) Certificate, Instructor's Certificate, plus all other legal requirements by law or regulation.

Knowledge of:

JOB TITLE: *TRANSPORTATION ASSISTANT/DRIVER TRAINER*

- safe driving practices;
- California Vehicle Code and the Education Code applicable to the operation of vehicles in transporting students;
- methods of maintaining order in a diplomatic manner;
- knowledge of first aid practices;
- vehicle safety standards and requirements.

Ability to:

- drive a school bus and other automotive equipment safely and efficiently;
- maintain order among students on a school bus;
- understand and carry out directions;
- maintain simple records;
- recognize malfunctions in equipment and take appropriate action;
- speak, read, and write English at a level required for satisfactory job performance;
- establish and maintain cooperative work relationships with those contacted in the performance of required duties.
- maintain positive relationships with staff, students, and community.

EXPERIENCE:

Five years of school bus driving experience with a safe record.

EDUCATION:

Graduation from high school; preferably some college or other training in first aid, safety, and hazard prevention.

MEDICAL CATEGORY II

Moderate Physical Effort

1. Requires moderate physical effort and exertion associated with the ability to lift, carry, push, pull, or climb.
2. Requires lifting 50 lbs. maximum or carrying any object weighing up to 25 lbs.