

**TITLE:** SCHOOL BUS DRIVER/TRAINER

**QUALIFICATIONS:**

1. High school diploma or equivalent
2. Five years experience as school bus driver required
3. Possession of valid school bus driver certificate
4. Possession of or ability to obtain valid school bus driver instructor certificate
5. Knowledge of traffic and school bus regulations
6. Ability to follow oral and written directions
7. Ability to work effectively with staff, students and public
8. Ability to train and supervise others
9. Ability to organize and instruct classes composed of new applicants and school bus drivers
10. Knowledge of the California State Motor Vehicle Code, California State Education Code, and District policies relative to the operation of vehicles used to transport students
11. Assist with dispatch duties as needed

**REPORTS TO:** Administrator as assigned

**SUPERVISES:** Staff as assigned

**JOB GOAL:** To instruct and train drivers in safe and proper operation of district school buses according to state, federal, and district regulations and standards. Assist with maintenance of records of drivers and inservice. To transport students to and from school and extracurricular activities in safe and efficient manner.

**PERFORMANCE RESPONSIBILITIES:**

1. Drives school bus on an assigned route to carry pupils to and from school and on extracurricular trips
3. Works in shop performing odd jobs as necessary in transportation department
4. Assist with dispatch duties as needed
5. Assists in organizing and conducting bus driver training and inservice
6. Maintains record and prepares reports as assigned
7. Performs other related duties as required

**TERMS OF EMPLOYMENT:** Salary and work year to be according to current schedule; supervisory salary schedule, class 14

**EVALUATION:** Performance of this job will be evaluated in accordance with the District's "Improvement of Professional Services" handbook, Board Policies and Procedures and consistent with collective bargaining agreements when applicable