



HUNTINGTON BEACH CITY SCHOOL DISTRICT

Lead Bus Driver-Trainer

Established date: 7/1/2015

Revision date: 4/12/2017

GENERAL PURPOSE

Under general supervision, leads and participates in the work of other employees engaged in the operation of various types of school buses over designated routes to and from school and for special trips; conducts pre-trip inspections; observes safety regulations and policies; enforces student discipline on the bus; provides behind-the-wheel training and all other aspects of training and reviewing of school bus drivers; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Lead Bus Driver/Trainer is the advanced skilled and working lead class in the Bus Driver class series. In addition to performing the full range of bus-driving duties, incumbents serve as the trainer and may provide work direction to Bus Drivers. Assignments are typically received in general terms, and incumbents are expected to act independently within the framework of established policies, procedures and objectives.

This position is directly responsible to the Assistant Superintendent of Administrative Services or his/her designee.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Leads, provides work guidance and direction, and participates in the work of bus operation staff; participates in scheduling, assigning and monitoring work of other employees for completeness, accuracy and conformance with District standards; provides information, instruction and training on work processes, proper use of equipment and safe work practices; provides input to the manager on employee work performance and behaviors; assists in ensuring a fair and open work environment in accordance with the District's commitment to equal employment opportunity.
2. Delivers District training programs for new and regular bus drivers in compliance with federal and state laws and requirements; conducts classroom training, including training on methods and techniques for courteous, customer-oriented passenger-driver interaction and special education needs and safety; conducts behind-the-wheel training; conducts pre-trip, skills, road and driving tests with bus drivers for license requirements.
3. Conducts ride-alongs and observes driving habits and reactions under various driving conditions to ensure conformance with vehicle operational standards and state vehicle codes.
4. Performs all bus driving duties as needed including the safe operation of various classification size school buses; assists students onto and off of bus; maintains discipline on the bus; performs pre-trip inspections and basic maintenance.
5. May act as an assistant to the Assistant Superintendent of Administrative Services or designee; assists in preparing and revising bus routes, bus driver scheduling, and other related matters; assists in conducting accident and incident investigations; creates accident reports.
6. Creates and maintains operator files, log books, medical records and certificates; maintains training program files, including driver records, evaluations and performance standards; ensures files are maintained in compliance with DMV and CHP regulations; prepares informational and statistical reports.

7. Completes and submits time sheets on a timely basis; attends meetings; participates in or leads safety training.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Operation of a bus and basic preventive maintenance requirements of automotive equipment.
2. Safe driving practices and provisions of the California Motor Vehicle Code.
3. Emergency procedures, basic first aid and CPR.
4. Principles, practices and techniques of training and instruction, particularly as related to District employees.
5. Federal, state and local laws, rules and regulations pertaining to school bus operations, student transportation and school bus operator training requirements.
6. Geography of the District including street conditions and roads on designated routes.
7. Concepts of the appropriate discipline and control of young students.
8. Customer service practices.
9. Correct English usage, including spelling, grammar and punctuation.
10. Recordkeeping practices and procedures.
11. Practices and techniques for scheduling and coordinating the activities of other bus operations staff.
12. District personnel policies and labor contract provisions.
13. Uses and operations of computers, standard business software and specialized database and spreadsheet applications.

Ability to:

1. Assign and inspect the work of bus operation personnel.
2. Drive a school bus safely and efficiently while keeping to established schedules.
3. Conduct effective classroom and field bus driver training programs in accordance with District policies and procedures.
4. Understand, interpret, explain and apply state and federal laws governing safe operation and maintenance of a bus fleet and the training of drivers.
5. Monitor and control passenger behavior on a school bus while driving and at bus stops.
6. Learn and design bus routes, including stops and traffic hazards.
7. Operate a two way radio or other communication equipment.
8. Operate a computer, standard business software related to area of assignment.
9. Reach sound decisions in accordance with District and school policies and procedures.
10. Prepare clear and accurate reports, documents, data entries and files.
11. Communicate effectively, both orally and in writing.
12. Understand and follow written and oral instructions.
13. Establish and maintain effective working relationships with administrators, staff, students, parents, the public and all those encountered in the course of work.

Education, Training and Experience:

A typical way of obtaining the knowledges, skills and abilities outlined above is:

Graduation from high school or GED equivalent and at least three years of experience operating a school bus; or an equivalent combination of training and experience. Experience in a school district is preferred.

Licenses; Certificates; Special Requirements:

A California Class A or B driver's license with a valid California School Bus Certificate and the ability to maintain insurability under the District's vehicle insurance program.

California School Bus Driver Instructor Certificate and instructional limitations: A; Equipment limitations zero or 1. A valid Medical Certificate.

Successful completion of a comprehensive background investigation including a review of employment history, criminal conviction record and fingerprinting is required.

This position is subject to random drug tests.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is regularly required to sit for long periods, walk and stand; talk and hear; use hands to finger, handle, feel or operate objects, tools or controls; reach with hands and arms; and perform repetitive movements of hands or wrists. The employee is frequently required to climb or balance and stoop, kneel, crouch or crawl. The employee is frequently required to lift up to 60 pounds unaided or 100 pounds with assistance. Specific vision abilities required for this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Mental Demands

While performing the duties of this class, an employee uses written and oral communication skills; reads and interprets data, information and documents; uses basic math; observes and interprets people and situations; learns and applies new information and skills; performs highly detailed work; deals with constant interruptions and multiple concurrent tasks; and interacts with others encountered in the course of work, including frequent contact with customers and/or the public and dissatisfied/abusive individuals.

WORK ENVIRONMENT

The employee works in an office and field environment where the noise level ranges from moderate to loud. The employee is required to sit for long periods of time and drive in a variety of outdoor weather conditions. The employee works on uneven or slippery surfaces; near moving mechanical parts and moving equipment. The employee is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and biological hazards. The employee may be required to work various shifts at night, on weekends and holidays as needed.

FLSA Designation:	Non-Exempt
EEO Category:	Service - Maintenance
Bargaining Unit:	CSEA
Probationary Period:	9 months new, 6 months existing