

**DRIVER TRAINER/SAFETY COORDINATOR**

**JOB SUMMARY** Under general supervision, responsible for the training of district personnel who transport students. Establish and maintain a variety of records and files related to job responsibilities.

**TYPICAL DUTIES** Responsible for the safety training program for drivers transporting students. Plan, develop, and implement the school bus evacuation program and oversee drivers in evacuation procedures. Conduct evaluation rides of all school bus drivers. Check bus routes to ensure the laws and district safety standards are met. Assist in planning safe routes. Conduct behind-the-wheel training for certification/re-certification as required. Provide training for car aides, teaching defensive driving to employees who carry students in district and/or their own vehicles. May operate a two-way radio. Assist in the coordination and planning of field trip scheduling. Maintain a variety of records and files (both manually and computerized) required by the department, district, and state law. Efficiently operate a computer to develop and maintain required records and produce reports in such a way to meet required deadlines. Maintain driving records for all transportation personnel, notify drivers of license and certificate expiration dates. Respond to phone inquiries as required. Operate a school bus to transport students when necessary. When required, conduct certification training for new bus drivers in 40 hours of classroom instruction and 20 hours of behind-the-wheel training. Perform other related duties as assigned.

**JOB REQUIREMENTS** Any combination of education, training, and/or experience which demonstrate ability to perform the required duties. A typical qualifying background would include graduation from high school or equivalent and at least five years experience as a school bus driver in California. Demonstrated experience in planning, development, and implementation of student transportation driver training programs.

**Knowledge of:** Laws and regulations as they relate to the transportation of school age children. Instructors manual for California school bus drivers training course. California Vehicle Code. California Highway Patrol School Bus Drivers and Carriers Handbook. Manual for first aid practices for school bus drivers. Safety and efficiency in the operation of all types of school buses. Computerized record keeping procedures. Providing classroom instruction to groups of individuals.

**Ability to:** Schedule and coordinate all driver training programs. Prepare oral and written reports as required, and within prescribed time lines. Operate a computer and peripheral equipment. Drive each type of vehicle used for transporting school age children proficiently and safely. Evaluate drivers

and take proper steps to provide direction and training in correcting deficiencies. Teach in an interested and meaningful manner. Establish and maintain effective working relationships with others. Establish and accurately maintain a variety of records associated with job duties and required by law.

**LICENSE**

Must possess a valid California Class B-P driver's license and the ability to maintain qualification for district vehicle insurance coverage; valid medical certificate, first aid certificate (or pass the Highway Patrol First Aid Test); California Special Driver Certificate; California School Bus Driver's Instructor's Certificate.

**PHYSICAL ABILITY**

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. While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; talk or hear; and taste or smell. The employee is occasionally required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The selected candidate must be able to perform the duties of a rigorous work schedule which includes lifting, loading, and unloading, and pass a physical examination and drug screen certifying this ability.