

BUS DRIVER TRAINEE

DEFINITION

A Bus Driver Trainee participates in a training program in which they will receive classroom instruction and behind-the-wheel procedures and training to learn to operate a "transit" school bus of up to 38,000 pounds gross vehicle weight.

TYPICAL DUTIES

Learns to operate a school bus in transporting students to and from school and other locations as scheduled and receives training and demonstrates a learned capability in the following:

- Applicable provisions of the California Motor Vehicle code, Education Code, District and City regulations regarding transportation of students.

- Proper student behavior and safe riding practices on the bus.

- Complete pre-trip inspections such as fuel and oil levels, tire inflation, post –trip, and other mechanical conditions affecting safety; and make minor emergency repairs.

- Student specific bus evacuation procedures and other emergency drills.

- Approved first-aid procedures.

- Rules and regulations regarding proper file documentation

- Procedure to lift or assist students with disabilities on and off the bus.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Bus Driver Trainee is placed in a temporary, part-time, non-benefited District position while participating in the school bus certificate training program.

A Heavy Bus Driver drives a large "transit" school bus with the engine under or behind the driver seat.

A Light Bus Driver drives a school bus of less than 78 passenger capacity with the engine typically in front of the driver seat.

SUPERVISION

General supervision is received from a Driver Trainer (Bus-Truck) and/or Transportation Services Manager. No supervision is exercised.

CLASS QUALIFICATIONS

Knowledge of:

- Basic safe driving practices

- Provisions of the California Vehicle Code, and traffic ordinances of local governmental agencies within the District boundaries

Ability to:

- Drive a bus safely in heavy metropolitan traffic in accordance with the requirements of transportation schedules and traffic laws

Learn and implement State Department of Education, Department of Motor Vehicles, and California Highway Patrol regulations pertaining to student transportation and bus operations; and District School Bus Driver's Manual.

Work effectively with District personnel

Operate two-way radio equipment in accordance with applicable regulations

Operate a mobile data terminal

Operate a computer workstation to access transportation software

Special Physical Requirements:

Ability to reach overhead and safely lift, carry, push, or pull objects weighing up to 50 pounds; and to assist students with disabilities on and off the bus

Good physical condition as required in order to obtain a California School Bus Driver Certificate

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or evidence of equivalent educational proficiency.

Special:

1. Satisfactory driving record and restrictions as verified by a K-4 Department of Motor Vehicles (DMV) printout.
2. A valid California Driver License, Class C; AND a valid California Driver License Commercial Permit with P and S endorsement must be obtained by the end of the second week of training.

OR

A valid California Driver License, Class C; AND a valid California Driver License Class A or B with Passenger and Air Brake endorsements.

SPECIAL NOTE

Effective January 1, 1995, all employees in these classifications are subject to the Federal Highway Administration (FHWA) regulations for drug and alcohol testing as required by the Omnibus Transportation Employee Testing Act of 1991.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skill, and abilities. Management retains the discretion to add or change typical duties of a position at any time.

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