

**WILLOWS UNIFIED SCHOOL DISTRICT  
JOB DESCRIPTION**

**CLASS TITLE: BUS DRIVER/TRAINER/LEAD**

**Classification: Range 43**

**BASIC FUNCTION:**

Train new and continuing School Bus Drivers; to regularly review and appraise the skill and safety of School Bus Drivers; and to perform related work as required.

**REPRESENTATIVE DUTIES:**

Individual positions may not perform all of the duties listed nor do these examples include all responsibilities of positions in this class.

Plan and organize bus driver training program in compliance with California State laws.

Instruct prospective and new School Bus Drivers in the proper method of operating and maintaining a school bus in an efficient and safe manner.

Serve as safety officer of the Transportation Department.

Train drivers of special education students in methods of safe transportation of wheelchairs, car-seats, harnesses, collapsible strollers and other restraints needed for safe transportation of special education students on buses.

Set up a program for reviewing performance and fill out performance evaluations based on check-rides with new, prospective and existing bus drivers.

Develop and maintain school bus safety, accident prevention, and investigation programs; prepare reports and maintain related records and files.

Conduct classroom instruction programs.

Maintain records and prepare reports regarding bus driver's classroom, behind the wheel and in-service training hours, and expiration dates of driver's licenses and certificates.

Qualify bus drivers for field trips by training and evaluating trips.

Drive a school bus over designated routes in emergency situations.

Assist in the investigation of accidents and complete required reports.

Perform related duties as assigned.

## **KNOWLEDGE AND ABILITIES:**

### **KNOWLEDGE OF:**

Safe driving practices and defensive driving practices.  
State and local traffic laws and regulations.  
Special needs of disabled passengers.  
Principles and techniques of conducting classroom and behind the wheel training.  
Provisions of the California Vehicle Code and the Education Code applicable to the operation of vehicles in transporting students.

### **ABILITY TO:**

Plan and conduct a School Bus Driver training program.  
Train and evaluate School Bus Drivers.  
Maintain records and prepare reports.  
Drive a school bus safely and efficiently.  
Maintain order among students on a school bus.  
Recognize malfunctions in equipment and take appropriate action.  
Follow oral and written directions.  
Work cooperatively with others.  
Learn CAL/OSHA rules and regulations.  
Learn accident review and investigation procedures.  
Lift, carry, push and pull heavy objects up to 50 lbs.

## **EDUCATION AND EXPERIENCE:**

Any combination equivalent to: high school diploma or equivalent and increasingly responsible experience as a School Bus Driver with no chargeable accidents in the last three years (Title 13 California Administrative Code); successful completion of training required for School Bus Driver Instructor Certification.

## **LICENSES AND OTHER REQUIREMENTS:**

Possession of a valid School Bus Driver Special Certificate issued through examination by the California Highway Patrol.  
School Bus Driver Instructor Certificate.  
Presentation and continuance of a satisfactory driving record which insures maintenance of liability insurance coverage.  
Maintenance of a negative drug and alcohol test certification.  
CPR/First Aid Certificate must be maintained throughout the validity of the license if the waiver is used.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

School bus and indoor environment.

Driving a vehicle to conduct work.

Constant interruptions.

Incumbents in this class may be required to respond to emergency calls in the case of catastrophic events.

**PHYSICAL DEMANDS:**

Sitting for extended periods of time when operating a transportation vehicle.

Bending at the waist, kneeling or crouching.

Reaching, pulling and pushing to open bus doors.

Lifting moderately heavy objects.

**HAZARDS:**

Traffic hazards.

Driving a vehicle during adverse weather conditions.