

JOB DESCRIPTION
Pleasanton Unified School District

BUS DRIVER/TRAINER

Purpose Statement:

Under general supervision to safely drive a school bus or transportation over an assigned route in the transporting of students; to coordinate a safety program; to train new drivers and conduct refresher courses for current drivers; and to perform all related duties as assigned.

Essential Functions

- Instructs district bus drivers regarding transportation policies and procedures.
- Evaluates bus drivers and offers suggestions for improved performance.
- Conducts safety and training classes for bus drivers.
- Reads and explains legislation which applies to drivers.
- Conducts training sessions for new drivers on bus regulations, state laws and the Motor Vehicle Code.
- Conducts behind the wheel training for new drivers.
- Holds required instruction and classes for Bus Driver Certificate renewal.
- Performs safety inspections and maintenance checks.
- Drives a school bus or transportation vehicle over an assigned route in accordance with a time schedule.
- Follows up on and attempts to resolve complaints related to student behavior on buses.
- Checks bus stops to insure their safety and to investigate complaints regarding student behavior at stops.
- Instructs students on proper bus behavior and emergency procedures.
- Perform all related duties as assigned.

Job Requirements: Minimum Qualifications

KNOWLEDGE of safe driving practices; provisions of the California Motor Vehicle Code and the Education Code applicable to the operation of vehicles in transporting school children; first aid practices; and record keeping procedures.

ABILITY to maintain accurate records and prepare correct reports; conduct classroom and behind the wheel training sessions; organize and conduct safety inspection; operate a school bus safely and efficiently; and establish and maintain effective working relationships with students, the public and staff members.

Experience Five years experience as a school bus driver; or any combination of training and experience that could likely provide the desired knowledge and abilities.

Education High School diploma or equivalent.

Required Testing

Alcohol and Drug Test
Pre-employment Proficiency Test

Certificates & Licenses

Bus Driver's Certificate with Commercial Passenger
Endorsement
First Aid/CPR

Continuing Educ. / Training

Maintain Certifications
TB Clearance

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

Salary Grade

Classified 18