

FALLBROOK UNION ELEMENTARY SCHOOL DISTRICT

BOARD POLICY

CLASSIFIED PERSONNEL

JD 4200.1

DRIVER TRAINER

Definition

Under general supervision, to train new drivers and conduct refresher courses for current drivers; to provide an in service training program for bus drivers; to drive a school bus in emergency, relief or extra assignment circumstances; and to do related work as required.

Responsible to

Scheduler/Dispatcher

Examples of Duties

1. Accompanies drivers to analyze driving proficiency, as directed, and offers suggestions for maintaining or improving driving proficiency.
2. Conducts safety and training classes for bus drivers.
3. Reads and explains legislation which applies to drivers.
4. Conducts training sessions for new drivers on bus regulations, state laws and Motor Vehicle Code.
5. Conducts behind wheel training for new drivers.
6. Holds required instruction and classes for Bus Driver certificate renewal.
7. Renders First Aid or emergency assistance, as needed.
8. Drives a bus, as needed.
9. Operates all transportation equipment skillfully and safely.
10. Perform other duties as may be assigned.

Qualifications Guide

Knowledge of

1. Safe driving practices.
2. Provisions of the California Motor Vehicle Code and the Education Code applicable to the operation of vehicles in transporting school children.

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3. First aid practices and procedures.
4. Geography of the school District and other districts served.
5. Record keeping procedures.

Ability to

1. Maintain accurate records and prepare correct reports.
2. Conduct classroom and behind-the-wheel training sessions.
3. Operate a school bus safely and efficiently.
4. Understand, carry out and give oral and written instructions.
5. Establish and maintain effective working relationships with students, the public and staff members.

Training and Experience

Three years of experience in traffic and transportation work; equivalent to the completion of the twelfth grade; or any combination of training and experience that could likely provide the desired knowledge and abilities; must be a graduate of California State School Bus Drivers Course.

Licenses

Possession of a valid California Driver's License, Class B, a California School Bus Driver's Certificate, accompanied by a current medical certificate, a School Bus Driver Training Certificate; and the ability to qualify for District vehicle insurance coverage.

Job Description Adopted: April, 1981
Job Description Revised: July 16, 1990