

# Sulphur Springs Union School District

Serving Grades TK-6

27000 Weyerhaeuser Way, Santa Clarita, CA 91351

661-252-5131

[www.sssd.k12.ca.us](http://www.sssd.k12.ca.us)

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## BUS DRIVER INSTRUCTOR

### DEFINITION

Under general supervision, to provide classroom, behind-the-wheel and continuing training to Bus Drivers and driver trainees; to administer driving performance tests; to maintain official District bus driver training records; to perform the full range of duties of a Bus Driver; and to perform related work as required.

### CLASS CHARACTERISTICS

Positions in this class have as an assignment scheduling and conducting the training of new and current bus driving personnel. The bus Driver Instructor also performs the full range of duties of a school bus driver. The Bus Driver Instructor has the responsibility to insure that the District's school bus drivers are qualified under law and properly licensed and certified to drive the assigned vehicle.

### EXAMPLES OF DUTIES

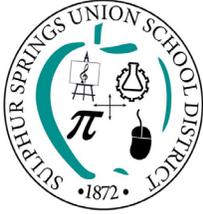
The tasks listed in this section are representative of duties assigned to positions in this class. This list is not intended to be an exhaustive list of all of the tasks assigned to positions in the class, and it is not expected that all of the tasks listed are necessarily assigned to all positions in the class.

Schedule and conduct driver training for school bus drivers and trainees, which includes classroom and behind-the-wheel training in pertinent provisions of the vehicle and education codes, efficient vehicle operation, first aid, and safety; conduct meetings of drivers to discuss matters related to safety and bus operation; schedule bus driver examinations.

Maintain training records for licensed drivers and trainees in accordance with state continuing education and training regulations; monitor records of each driver to ensure that State and District training and retraining standards are met.

Answer questions from the public; perform a variety of specialized transportation-related administrative support work such as scheduling and conducting bus evacuation training and making presentations to parents and students.

Drive a bus over designated rural, urban and suburban routes in accordance with time schedules, picking up and/or discharging students, stopping traffic as necessary to escort students safely across streets; assist special needs students on and off bus and with restraints; operate wheelchair lift; maintain good order among students on the buses, following strict



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policies regarding the issuance of citations and disciplining of students; discuss student discipline problems with school administrators and parents; communicate with parents of special education students to discuss special needs and pick-up/drop-off times; transport students, faculty and parents on field trips to special events, meeting departure and arrival times as scheduled.

Use maps to determine best routes to special events.

Operate a two-way radio.

Complete periodic reports on mileage traveled, citations issued, accidents, and number of students transported; maintain route files; complete daily check-out sheet and trip sheets. Perform daily safety inspection of vehicles; fuel vehicles; maintain buses in a clean condition; wash buses; keep records of the operation of assigned vehicles as required by the district.

Provide bus evacuation training to students and teachers.

Administer first aid to students, as needed.

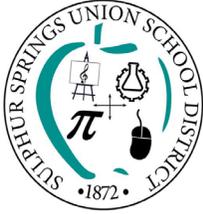
Serve on assigned committees and teams.

Participate in District mandated training and retraining programs.

Perform related work as required.

## **LICENSE REQUIRED**

- Possession of a valid and appropriate California Driver's License.
- Successful completion of the Driving and First Aid examinations for school bus drivers given by the California Highway Patrol.
- Certificate of physical/medical examination.
- Possession of a valid unrestricted California School Bus Driver's Certificate.
- Acceptance into the California State Department of Education Bus Driver Instructor course must be obtained prior to appointment.
- Possession of a valid unrestricted California State Department of Education Bus Driver Instructor Certificate required prior to completion of probationary period.



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## QUALIFICATIONS

Knowledge of:

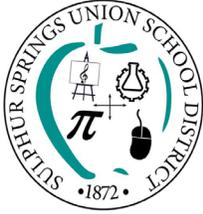
- Provisions of the California Motor Vehicle Code, the Education Code, and District regulations applicable to the operation of vehicles in the transportation of students and the operation of District school buses and vehicles.
- The school district and surrounding area.
- Operation of school busses and vehicles.
- Basic first aid.
- Basic bus maintenance procedures.
- Appropriate safety precautions and procedures.
- Training requirements for school bus driver licensing.
- General principles of training.
- Basic mathematics.
- English usage, grammar and spelling.
- Routine record keeping and report preparation practices.

Ability to:

- Speak clearly before groups.
- Prepare and present well structured lessons.
- Manage group participation effectively.
- Develop effective learning materials.
- Write in English using proper word usage and grammar.
- Make accurate mathematical calculations.
- Drive school buses of various sizes safely, observing legal and defensive driving techniques.
- Maintain discipline among students riding the bus.
- Maintain accurate and complete records.
- Pass a physical examination as prescribed by the state.
- Train school bus drivers in classroom and behind-the-wheel setting.
- Administer first aid.
- Read a map.
- Understand and carry out oral and written instructions.
- Establish and maintain effective working relationships with those contacted in the course of work.

## EDUCATION AND EXPERIENCE

Any combination of training, education and experience which demonstrates possession of the knowledge and abilities stated above, and the ability to perform the duties of the position. The typical qualifying entrance background is three years of experience as a school bus driver and



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completion of a formal classroom and behind-the-wheel training program approved by the California Highway Patrol for the operation of a school bus.

## PHYSICAL ABILITIES AND WORKING CONDITIONS OF EMPLOYMENT

The Physical Abilities and Other Conditions of Employment and the Associated Tasks listed in this section are representative of, but are not intended to provide an exhaustive list of Physical Abilities and Other Conditions of Employment and Associated Tasks which may be required of positions in this class. Sulphur Springs Union School District encourages persons with disabilities who are interested in employment in this class and need reasonable accommodation of those disabilities to contact the Personnel Department for further information.

### PHYSICAL DEMANDS

#### Vision: (which may be corrected)

Read small print  
See small objects at a distance of 25'  
Use peripheral vision  
Safely operate a vehicle

#### Hearing: (which may be corrected)

Understand speech over a recording device  
Hear sounds which warn of impending danger  
Analyze sounds of equipment operation

Detect mechanical problems with vehicle  
Have tolerance to be exposed to noisy conditions events

#### Speech:

Speak with a level of proficiency and volume to be understood over a two-way radio  
Speak with a level of proficiency and volume to be understood in conditions of high noise level

#### Upper Body Mobility:

Use hands and fingers to feel, grasp, and manipulate school small objects, manipulate fingers, twist and bend hands at wrist and elbow

### ASSOCIATED TASKS

#### To perform tasks such as to:

Read maps  
Avoid damage to vehicle and prevent injuries

#### To perform tasks such as to:

Communicate on two-way radio  
Stop for railroad crossings and emergency vehicles

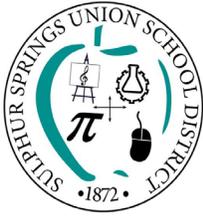
Transport groups of students to school and

#### To perform tasks such as to:

Communicate on two-way radio  
Maintain order among students

#### To perform tasks such as to:

Keep records and use maps; bus; operate child restraints; lift children



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Extend arms to reach outward and upward and use condition; hands and arms to lift objects  
Turn, raise, and lower head; twist and bend at torso

Maintain vehicle in clean and orderly lift children; safety inspect bus  
Check for traffic and obstructions; in vehicle  
Pick up trash

## Lower Body Mobility:

Walk on even surfaces  
Climb stairs/ladders  
Bend at waist, crawl and stoop maintain  
Stand for short periods of 30 minutes condition;  
Sit for prolonged periods of 2 hours

## To perform tasks such as to:

Clean inside and outside of vehicle  
Enter and exit vehicle  
Enter and exit vehicle, clean and vehicle; assist special needs student  
Maintain vehicle in clean and orderly conduct evacuation training  
Transport students

## Strength:

To lift, push, pull and/or carry objects which weigh as much as 40 pounds on a occasional basis

## To perform tasks such as to:

Maintain vehicle in clean and orderly condition;  
lift small children in and out of seat and on and off school bus

## Smell:

Distinguish strong odors which may warn of equipment and malfunction or danger

## To perform tasks such as to:

Detect overheating, gasoline leak, mechanical problems

## Environmental Requirements:

Work independently  
Work around others

## To perform tasks such as to:

Transport students  
Transport students, faculty, and parents to special events

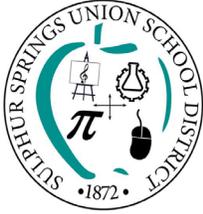
## Mental Requirement:

Read and write at a level (simple) essential for reports; successful job performance  
Judgment of weather

## To perform tasks such as to:

Read maps and complete simple maintain route books  
Operate a vehicle safely in all types and read conditions; respond to emergencies  
Maintain scheduled departure and arrival times; standards

Learn quickly and follow written/verbal procedures and follow codes and



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emergency procedures without

immediate access to superior

Process information quickly and make quick decisions

Avoid obstructions and collisions;

respond to emerging situations such as child health,

vehicle breakdowns, violence at a special event,

to protect safety of students

*The Sulphur Springs School District is an equal opportunity employer and does not discriminate on the basis of age, ethnicity, race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, or sexual orientation.*

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May 24, 2023