



HEMET UNIFIED SCHOOL DISTRICT
1791 West Acacia Avenue, Hemet, CA 92545 951-765-5100

TRANSPORTATION INSTRUCTOR

JOB SUMMARY

Under general supervision by the Director of Transportation or designee, to plan, coordinate and organize a classroom and behind the wheel bus driver training program; review and assess bus drivers to ensure that a high standard of performance is maintained; to drive a school bus as needed; and to do other related work as may be required.

ESSENTIAL JOB DUTIES AND RESPONSABILITIES

- Plan, organize and conduct training activities for all new drivers as required by law and regulations, including classroom and behind-the-wheel training;
- Plan, organize and conduct training activities for all renewal drivers;
- Conduct safe driving and safe working methods and procedures training programs;
- Counsel and assist new drivers concerning student behavior management and other pupil transportation related problems and situations;
- Arrange for driver appointments with California Highway Patrol for licenses and renewals;
- Ensure that all driver credentials are current and schedule the appropriate appointments in a timely manner;
- Review student bus incident reports and student conduct reports which are written by drivers, confer with school officials when necessary and report actions to drivers;
- Make reports on all accidents and conduct accident review meetings on a regular basis;
- Administer driver accident prevention trainings;
- Take information on complaint forms and report to the CHP;
- Establish, record and maintain a wide variety of records for all drivers; including but not limited to credentials, pull notices, van training;
- May conduct passenger safety classes for students;
- Administer annual evacuation procedure in-service program;
- Attend meetings as required;
- May cover activity trips, special events and/or regular runs from time-to-time as necessary.
- Communicate information between administrators, Dispatch, and driving staff;
- Ensure employee compliance with the completion of their annual Keenan SafeSchools Training (or equivalent);
- Report for duty at various departmental terminals;
- May perform other related work as may be required.

EMPLOYMENT STANDARDS

KNOWLEDGE AND ABILITIES

Knowledge of:

- Principles, practices, techniques and strategies for training of school bus drivers;
- School bus transportation procedures and safe driving practices;
- The California Motor Vehicle Code, and Title 13, applicable to the operation of motor vehicles in the transportation of students and training of school bus drivers;
- Overseeing and control of student passengers;
- Required safety devices on school buses;
- Safe driving practices and methods.
- Computer applications utilized by the transportation department, including but not limited to: routing and scheduling software.

ABILITY TO

- Operate a school bus safely and in conformance with applicable State laws;
- Maintain accurate records and be able to prepare complete and comprehensive reports;
- Train and motivate others toward proper driving and safety standards;
- Plan, develop and implement bus driver training and safety programs;
- Work independently;
- Organize tasks, set priorities and meet deadlines;
- Perform simple and complex repetitive tasks;

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TRANSPORTATION (Continued)

EMPLOYMENT STANDARDS

Ability to (continued):

- Manage multiple tasks;
- Respond appropriately to direction and changes in the work setting;
- Speak before groups involving parents, students, teachers and drivers;
- Communicate effectively in oral and written form;
- Understand and follow oral and written directions;
- Establish and maintain effective working relationships with those contacted in the course of work;
- Access and use District-adopted web-based systems.

EDUCATION

High school diploma or general education degree (GED) and possession of the knowledge and abilities listed above.

EXPERIENCE

Three (3) years of successful experience in the operation of a school bus, including one year involved with a school bus driver training program.

REQUIRED LICENSES AND/OR CERTIFICATES

- Possession of a valid and appropriate (Class B) California Driver's License with a P and S endorsement;
- Have an acceptable driving record and qualify for insurability by the District's insurance carrier;
- Possession of a California Special School Bus Driver's Certificate issued by the CHP;
- Possession of a School Bus Driver Instructor's Certificate with no restrictions (ability to teach classroom and behind the wheel and maintain documentation);
- Possession of a basic First Aid Certificate or equivalent.

PHYSICAL DEMANDS AND WORKING CONDITIONS

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

Physical Demands

Push, pull and otherwise move objects, bending at the waist, kneel, or crouch to inspect buses (up to continuously); lift/carry up to 50 pounds, including equipment and small children (occasionally); manual dexterity to operate business related equipment, and handle and work with various materials and objects; sitting (continuously); stand, walk, bend, stoop, look up/down (occasionally); use vision, hearing and speaking; repetitive hand activities within close reach. A physical examination may be required prior to employment in this class.

Working Conditions

Exposure to moderate noise and vibration (ie. school buses); fumes and/or airborne particles, toxic or caustic chemicals and outdoor weather conditions; Operate a large passenger bus for prolonged periods of time requiring constant attention to traffic and road conditions while maintaining appropriate student passenger behavior.

In compliance with the Americans with Disabilities Act (ADA), the Hemet Unified School District (HUSD) will provide reasonable accommodations to qualified individuals with disabilities for the purpose of enabling the performance of the essential duties and responsibilities of the position. HUSD encourages both prospective and current employees to discuss potential accommodations with the Human Resources and/or Safety/Risk Management.

EMPLOYMENT STATUS

Bargaining Unit Position.

Range 35

November 2021