

MADERA UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

Position: Bus Driver Trainer/Dispatcher

Classification: Classified

Department/Site: Transportation

Salary Schedule: Classified

Reports to: Director of Transportation

Salary Range: 30

FLSA: Non-exempt

PURPOSE STATEMENT

Under general supervision, the Bus Driver Trainer Dispatcher position was established for the purpose/s of supporting the educational process with specific responsibilities for providing classroom instruction and behind-the-wheel training of applicants and bus drivers. Addressing school bus regulations and safety procedures; identifying training requirements; and maintaining required documentation for audit in compliance with state certification and district/state/federal requirements. Persons in this classification are frequently required to perform the functions of a school bus driver.

ESSENTIAL FUNCTIONS

- Conducts classroom and behind-the-wheel bus driver training for the purpose of presenting, reinforcing and/or developing bus driver skills including state department of education requirements.
- Confers with supervisor regarding dispatching problems.
- Dispatch buses and bus drivers to meet the students' transportation needs of the district.
- Evaluates performance of bus drivers and driver applicants for the purpose of ensuring that basic skills levels are met and are in compliance with state certification requirements.
- Informs bus drivers and driver applicants (e.g. rules, regulations, laws, procedures, etc.) for the purpose of providing information, requesting, follow-up action and/or implementing procedures.
- Maintains manual and electronic documents, files and records for the purpose of documenting activities and/or providing an up-to-date reference, audit trail, and complete all state mandated reports.
- Oversees bus driver licensing, training requirements and certificate status (e.g. driver's licenses, physicals, drug screenings, CPR/First Aid, etc.) for the purpose of ensuring compliance with regulatory requirements.
- Participates in unit meetings, in-service trainings and workshops for the purpose of conveying and/or gathering information required to perform job functions.
- Resolves problems that arise from the illness of bus drivers or breakdowns of buses, scheduling of buses and other district vehicles.
- Prepares a variety of documents and reports (e.g. activity reports, training handouts, safety information guidelines, driver evaluations, etc.) for the purpose of providing information and/or training materials to bus driver, other district personnel and outside agencies as required by established policies and/or regulatory guidelines.
- Schedules training and testing of and/or by non-district personnel for the purpose of ensuring compliance with district policies and established regulatory requirement.

OTHER FUNCTIONS

- Performs other duties as assigned which are related, or logical in assignment to the position.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Safe driving practices
- Provisions of the motor vehicle code
- Education code applicable to the operation of vehicles transporting school students
- State licensing requirements
- Training techniques for adult learners
- Operation of a computer and data entry techniques
- Telephone techniques and etiquette
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Interpersonal skills using tact, patience and courtesy

Skills and Abilities to:

- Operating standard office equipment using pertinent software applications
- Operating heavy and light duty vehicles
- Preparing and maintain accurate records
- Work with a diversity of individuals and/or groups
- Work with job related data
- Utilize a variety of job-related equipment
- Problem solving is required to analyze issues and create action plans
- Problem solving with data may require independent interpretation
- Problem solving with equipment is moderate
- Adapt to changing work priorities
- Communication with persons of diverse backgrounds/ knowledge/skills
- Mechanical aptitude, teamwork and work flexible hours
- Apply integrity and trust in all situations
- Learn district organization, operations, procedures, policies, objectives and goals

RESPONSIBILITY

Responsibilities include; working under limited supervision following standardized practices and/or methods; providing information and /or advising others; and operating within a defined budget. Utilization of some resource from other work units is often required to perform the job's functions. There is a continual opportunity to affect the organization's services.

WORKING ENVIRONMENT

The usual and customary methods of performing the job's functions require the following physical demands; some lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 40% sitting, 35% walking, and 25% standing; the job is performed in a generally hazard free environment and in a clean atmosphere.

MINIMUM QUALIFICATIONS

Experience:

Five years' of experience as a school bus driver.

Education:

High school diploma or equivalent. Proof of the Bus Driver Training course as required by law.

Valid California Department of Education Instructors Certificate.

Required Testing:

- Pre-employment Proficiency
- Pre-employment Physical Exam

Continuing Education/Training

- Maintain as needed

Certificates/Licenses

- Valid California School Bus Driver's Certificate
- CA Dept. of Ed. School Bus Instructors Certificate
- Valid California Commercial Driver's License with P and S Eendorsements
- First Aid Certificate or passage of the California Highway Patrol (CHP) First Aid Test
- Medical Examiner's Certificate

Clearances

- DOJ/FBI Background Clearance
- TB Clearance
- Physical Demand (F)