



**CLASSIFIED**  
**Job Classification Description**  
Equal Employment Opportunity

MADERA UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
APPROVED MOTION NO. 65-2023/24  
DOCUMENT NO. 54-2023/24  
DATED: 02/21/2024

**BUS DRIVER TRAINER / DISPATCHER**

**DEPARTMENT/SITE:** Transportation

**SALARY SCHEDULE:** Classified Bargaining Unit

**SALARY RANGE:** 36

**WORK CALENDAR:** 261 Days

**REPORTS TO:** Director of Transportation

**FLSA:** Non-Exempt

**PURPOSE STATEMENT:**

Under the general direction of the Director of Transportation, the Bus Driver Trainer/Dispatcher supports the educational process with specific responsibilities for providing classroom instruction and behind-the-wheel training of applicants and Bus Drivers; addresses school bus regulations and safety procedures; identifies training requirements; and maintains 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. The incumbents in this classification provide the school community with student transportation services which directly support student learning and achievement.

**DISTINGUISHING CHARACTERISTICS**

Positions in the Bus Driver Trainer/Dispatcher classification are distinguished from other classifications in Transportation Services in their assignment to plan and conduct training activities for prospective, substitute, and current Bus Drivers that adhere to State requirements and perform the duties of a Dispatcher or Bus Driver as assigned.

The Transportation Dispatcher is responsible for planning, coordinating, dispatching, and overseeing assigned school bus fleet activities and performs the duties of a Bus Driver as assigned.

The Transportation Router is responsible for developing and maintaining computerized bus routes and schedules for District bus routes; and performs the duties of a Bus Driver as assigned.

The Bus Driver is responsible for safely transporting students along designated routes, ensuring proper student behavior and vehicle safety.

The Relief Bus Driver is responsible for safely transporting students along designated routes. The primary difference between this classification and the Bus Driver classification is that the Relief Bus Driver does not have a regularly scheduled route.

**ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:**

*The following alphabetical list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.*

- Conducts classroom and behind-the-wheel Bus Driver training, including riding along with Bus

Drivers, to present, reinforce, and/or develop Bus Driver skills including State Department of Education requirements; conducts regular in-service safety training meetings to inform Bus Drivers of changes in laws, regulations, and procedures.

- Confers with Supervisor – Transportation Operations regarding dispatching problems in developing routes and schedules (e.g., routes, workload, special trips, driver training) to determine Bus Driver and equipment requirements.
- Dispatches buses and Bus Drivers to meet District student transportation needs
- Drives a school bus over designated routes in emergency situations; performs pre-trip and post-trip inspections and maintains order and proper discipline of student passengers according to District policy.
- Evaluates the performance of Bus Drivers and driver applicants to ensure that basic skill levels are met and in compliance with State certification requirements.
- Informs Bus Drivers and driver applicants of rules, regulations, laws, and procedures to provide information, request follow-up action, and/or implement procedures.
- Maintains manual and electronic documents, files, and records to document activities and/or provide an up-to-date reference, audit trail, and data for State-mandated reports.
- Oversees Bus Driver licensing and training requirements. and certificate status (e.g., driver's licenses, physicals, drug screenings, CPR/First Aid certification) to ensure compliance with regulatory requirements.
- Participates in coordinating assignments of field trips, extra-curricular activities, and special events; processes and maintains field trip requests and information; logs requests and prepares related records; assists in the coordination of charter vehicles; assures proper coverage of field trips and special events.
- Participates in developing routing procedures and uses computer programs to ensure efficient transportation of students; assists Transportation Router with student routing changes.
- Participates in unit meetings, in-service training, and workshops to convey and/or gather information required to perform job functions.
- Provides information to parents and school sites concerning bus routes and schedules as needed.
- Resolves problems that arise from bus driver absences, school bus breakdowns, school bus scheduling, and issues with other District vehicles.
- Prepares a variety of documents and reports (e.g., activity reports, training handouts, safety information guidelines, driver evaluations) to provide information and/or training materials to Bus Drivers, other district personnel, and outside agencies as required by established policies and/or regulatory guidelines.
- Schedules training and testing of original applicants to ensure compliance with District policies and established regulatory requirements.
- Serves as a secondary Transportation Dispatcher when a primary Transportation Dispatcher is unavailable.
- Works a flex schedule and overtime that will include morning and evening hours and weekend rotational coverage due to the needs of the department. The flex schedule and/or overtime will be discussed with the employee in advance.
- Performs other related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

*(At time of application)*

### **Knowledge of:**

- Proper operation of school buses and school transportation vehicles
- Safe and defensive driving methods and techniques
- All applicable provisions of the California Vehicle Code, California Code of Regulations, and Education Code relating to student transportation
- Methods and procedures used in the instruction of Bus Drivers in all phases of the classroom, First Aid, and behind-the-wheel training as outlined in the instructor's manual for California Bus Drivers' Training Course
- Principles of training and providing work direction
- Basic maintenance requirements
- District geographic areas
- Appropriate Health and Safety regulations, safety precautions and procedures
- Standard first aid procedures
- Proper lifting techniques
- Record-keeping and report preparation techniques

### **Skills and Abilities to:**

- Operate school buses and school transportation vehicles in a safe manner
- Communicate clearly and concisely in both oral and written forms
- Evaluate schedules and meet deadlines
- Plan and organize activities
- Administer first aid
- Interpersonal skills using tact, patience, and courtesy with students, administration, and staff
- Prepare and maintain records and reports
- Use English in both written and verbal form
- Use standard office equipment; operate computer and applicable software
- Plan classes, events, renewal classes, and in-service safety training and set annual calendar
- Communicate with State agencies governing school bus driving
- Learn and observe legal and defensive driving practices
- Learn and follow designated routes
- Maintain a safe discipline level among passengers
- Conduct safety inspections and perform routine preventive maintenance
- Maintain bus in clean and proper working condition
- Comprehend and follow equipment instructions for student assistive devices such as wheelchairs
- Assist in loading and unloading students with special needs
- Establish and maintain cooperative working relationships with staff, students, and the public
- Create a safe environment for students
- Understand and carry out oral and written instructions
- Work independently
- Make common sense decisions in potentially critical situations
- Apply integrity and trust in all situations
- Learn district organization, operations, procedures, policies, objectives, and goals
- Communicate clearly in English and a second language (usually Spanish) may be required
- Demonstrate leadership qualities, ensuring the efficient and effective functioning of the work unit

### **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 resources from other work units is often required to perform the job's functions. There is a continual opportunity to affect the organization's services.

**JOB QUALIFICATIONS / REQUIREMENTS:**

*(At time of application and in addition to the Knowledge, Skills, and Abilities listed above.)*

**EDUCATION REQUIRED:**

High School diploma or equivalent.

**EXPERIENCE REQUIRED:**

Five (5) years of responsible school bus driving experience.

**LICENSE(S) REQUIRED:**

- Possession of a valid California Class A or B Commercial Driver's License with appropriate endorsements and remain insurable at the District's standard insurance market rate. Current DMV report
- Valid California Special Driver's Certificate for School Bus
- U.S. Department of Transportation DL-51 Medical Examiner's Certificate
- Valid First Aid Certification (as required to maintain valid and current CA Special Driver's Certificate for School Bus)
- Possession of, or ability and qualifications to obtain a School Bus Driver Instructor's Certificate(s) listed below within 12 months of appointment, and failure to do so may result in termination
- Valid School Bus Driver Instructor's Certificate preferred

**CERTIFICATIONS AND TESTING REQUIRED:**

- Pass the District's applicable proficiency exam for the job class with a satisfactory score
- After an offer of employment, obtain:
  - Criminal Justice and FBI Fingerprint Clearance
  - Negative TB test result plus periodic post-employment retest as required (currently every four years)
  - Pre-employment physical exam F through the District's provider at the District's expense
  - Post-employment random drug screen testing, as currently required under DOT regulations, to maintain a California Commercial Driver's License through the District's provider at the District's expense

**WORK ENVIRONMENT / PHYSICAL DEMANDS:**

*(Must be performed with or without reasonable accommodations)*

- Work takes place indoors and outdoors, and requires sitting, standing, or walking for extended periods of time
- Lift or carry students or items up to 50 lbs.
- Physical abilities include stooping/crouching, reaching/handling, bending at the waist, kneeling, crawling, or crouching to assist students and to retrieve and store materials
- Hearing and speaking to exchange information
- Visual acuity near/far to instruct Bus Drivers, to see streets, roadways, and traffic, and to supervise students
- Drives a school transportation vehicle