



# COVINA-VALLEY

## UNIFIED SCHOOL DISTRICT

October 1999

### BUS DRIVER INSTRUCTOR/DISPATCHER

#### DEFINITION

Under the direction of the Transportation Supervisor, conduct behind-the-wheel and classroom phases of Bus Driver training courses; plan, implement and instruct safety programs for District Bus Drivers; assist in the scheduling, planning and dispatch of regular and special education bus drivers. May delegate, in the absence of or as directed by the transportation supervisor, work assignments to subordinate employees, may discuss with the supervisor employee work performance when requested, the transportation supervisor retains full performance assessment responsibility.

#### ESSENTIAL FUNCTIONS

Conduct classroom and behind-the-wheel bus driver training instruction; conduct safety meetings for school bus drivers and assure compliance with applicable safety regulations and procedures; prepare and maintain a variety of State-required bus driver records, including driver's license and certificate expiration, medical expiration and training hours required for the renewal of bus driver certificate, driver physicals and driving records; conduct school bus driver certificate renewal training programs; conduct safe driving and safe working methods and procedures training programs periodically and as specifically required; notify bus drivers of due dates of licenses and certificates; assist in scheduling and planning of regular and special education bus routes and stops; assist in timely transportation service to and from District schools, special events and field trips; organize and dispatch regular and special education bus drivers; add, delete or change routes as necessary; communicate with parents, supervisors, school administrators and department employees; may receive requests, questions, concerns and suggestions and provide routine information and assistance or route to appropriate personnel; operate two-way radio stations; operate various office equipment including a computer and relevant software in order to input data and generate reports; maintain assigned files and records; may receive and process a variety of information according to established guidelines and procedures, such as daily time sheets, mileage, time and load records and other documents; assist in bid board preparation; perform a variety of clerical support duties as assigned; answer telephone, route calls or messages; drive a bus as needed; maintain current knowledge of legislation related to transportation of students; assist in the investigation of accidents involving District vehicles; perform related duties as assigned; maintain District's Pull Notice program.

## Bus Driver Instructor/Dispatcher - contd.

### REQUIRED QUALIFICATIONS

#### Knowledge of:

- Principles, methods, techniques and strategies for training of school Bus Drivers;
- Provisions of the California Motor Vehicle Code, the Education Code and administrative rules and regulations applicable to the transportation of pupils;
- State and federal rules and regulations applicable to training of school bus drivers;
- Modern office practices, procedures and equipment including the two-way radio;
- Basic record-keeping techniques;
- Interpersonal skills using tact, patience and courtesy;
- Oral and written communication skills;
- Health and safety regulations.

#### Ability to:

- Develop/maintain a Proactive approach in the training of personnel in classroom and Behind-the-Wheel Instruction;
- Assist in the scheduling, planning and dispatch of regular and special education bus drivers;
- Conduct Bus Driver training and safety programs;
- Evaluate personnel driving skills;
- Provide instructional training to school bus drivers;
- Perform and coordinate work involving independent judgment requiring speed and accuracy;
- Maintain records and prepare reports;
- Make mathematical calculations with speed and accuracy;
- Learn District boundaries and school areas;
- Operate a two-way radio;
- Apply and explain applicable department rules, regulations, policies and procedures;
- Drive a school bus safely, effectively and efficiently;
- Understand and follow oral and written directions;
- Communicate effectively both orally and in writing;
- Analyze situations accurately and adopt an effective course of action;
- Operate standard office equipment;
- Establish and maintain cooperative and effective working relationships with others;
- Learn to operate a computerized route system.

### TRAINING AND EXPERIENCE

Any combination equivalent to graduation from high school and four years bus driving experience; experience as a school bus driver trainer or dispatcher is highly desirable.

Bus Driver Instructor/Dispatcher - contd.

LICENCES AND OTHER REQUIREMENTS

Valid California Class A or B commercial driver's license with passenger endorsement/air brakes;

Valid California Special School Bus Driver's Certificate with zero restrictions;

Valid Medical Exam Certificate as required by district policy or legal statute;

Maintain a Valid California State School Bus Driver Instructor's Certificate with no restrictions.

This position will be paid on the appropriate step of the Classified salary schedule:

- Range 164
- 12 months