



## Job Description

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**POSITION TITLE:** School Bus Driver Instructor (TEMPORARY) #4013

**SALARY PLACEMENT:** Short Term Hourly Salary Schedule

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**MINIMUM QUALIFICATIONS – EDUCATION, TRAINING AND/OR EXPERIENCE:**

High school diploma or equivalent. Possession of a valid California Class II license and California School Bus Driver's Certificate. Possession of a valid California School Bus Driver Trainer Certificate.

**CREDENTIALS AND/OR SKILLS AND ABILITIES:**

Ability to clearly communicate training materials orally and in writing; accurately evaluate classroom and behind-the-wheel bus operator performance; maintain accurate records; establish and maintain effective and cooperative working relationships. Knowledge of the rules and regulations governing school bus operation and the principles and practices of driver evaluation and training. Proof of valid California driver's license and minimum amount of liability insurance required by law; insurable by the SJCOE carrier. DMV printout required. Be flexible and receptive to change.

**SUMMARY OF POSITION:**

Provide new school bus drivers the training and instruction necessary to operate a school bus safely; provide in-service training to incumbent school bus drivers; evaluate driving performance of San Joaquin County Office of Education's school bus drivers; and perform related duties as assigned.

**ESSENTIAL FUNCTIONS:**

Essential functions may include, but are not limited to:

1. Conduct behind-the-wheel training of new school bus drivers.
2. Maintain state required driver proficiency and driver training records.
3. Qualify drivers for out-of-town field trips.
4. Maintain bus safety equipment supplies.
5. Assist in the planning and updating of routes as necessary.
6. Perform bus safety check out.
7. May be assigned as a substitute driver if needed.
8. Maintain state required driver proficiency and driver training records.
9. Make recommendations concerning prevention and/or driver competency.
10. Evaluate behind-the-wheel performance of all school bus drivers and recommend training as necessary.
11. Perform other duties as assigned.

**PHYSICAL REQUIREMENTS:**

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal/typewriter, operate standard office equipment, and use a telephone.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal levels and on the telephone.

5. Speak so that others may understand at normal levels and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.
7. Operate a vehicle in the course of carrying out assigned duties.

**WORK ENVIRONMENT:**

Employees in this position will be required to work both indoors and outdoors in an educational environment, and come in direct contact with students, SJCOE staff, district staff, and the public.

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