

CALAVERAS UNIFIED SCHOOL DISTRICT
3304 B Highway 12 - P. O. Box 788
San Andreas, CA 95249
209/754-2300

JOB TITLE: *Driver/Trainer*
WORK YEAR: *182-Day*

JOB DESCRIPTION: Under the general supervision of the Transportation Supervisor, conduct driver training classes and give safety evaluations on driver's skills. Maintain pertinent records for bus driver's certifications and all records of bus maintenance and safety inspections. Perform related duties as assigned by supervisor.

ESSENTIAL JOB TASKS:

1. Perform substitute driving when necessary.
2. Process student conduct violations.
3. Arrange parent/student compliant hearings.
4. Responsible for processing daily bus inspection records.
5. Process and record bus repair requests.
6. Maintain the Driver's Training File for certification requirements.
7. Conduct classroom and behind the wheel driving sessions for new driver's and driver's who require re-certification.
8. Evaluate safety skills of all driver's annually.
9. Maintain records for mechanic's repair and maintenance of school buses and other district vehicles.
10. Maintain charts that show compliance of driver's and mechanic's performance of inspections and repairs of school buses.
11. Maintain record of bus routes with periodic updates.
12. Perform clerical and receptionist duties as assigned.

KNOWLEDGE/SKILLS/ABILITIES:

1. **Knowledge of:**
 - * Safe driving practices and procedures.
 - * Effective driving procedures to insure low maintenance costs.
 - * California Motor Vehicle Code, California Code of Regulations Title 13, Title V, the Education Code requirements pertaining to pupil transportation in addition to district requirements.
 - * School district and Calaveras County streets, etc.
 - * Mechanical functions of instruments, electrical, air, hydraulics, gas and other systems, apparatus, etc., required to make the bus mobile.
 - * CPR/First Aid Certification. Training provided as needed.

2. **Ability to:**

- * Understand and carry out oral and written directions.
 - * Communicate effectively with others.
 - * Accurately complete records.
 - * Make decisions and act quickly in potentially hazardous situations.
 - * Learn the basic operating mechanics of the vehicle in order to detect mechanical problems.
 - * Maintain cooperative relationships with those contacted in the course of work.
 - * Maintain order and discipline among the students.
 - * Pass examinations as required.
 - * Administer basic first aid.
 - * Pass a physical for the position.
3. A High School diploma or equivalent.
 4. Six (6) months of experience as a bus driver, or one year of truck driving experience.
 5. Possession of a valid California Driver's License.
 6. A California School Special Driver's Certificate and Medical Examiner's Certificate is required.

SALARY: ***Placement on the CSEA Salary Schedule, Range G***

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.), and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Board Approved: December 14, 2010