

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT**  
**Position Description**

<b>TITLE:</b>	School Bus Driver Instructor	<b>CLASSIFICATION:</b>	Classified Non-Management (SEIU/Operations Support)
<b>SERIES:</b>	None	<b>FLSA:</b>	Non-Exempt
<b>JOB CLASS CODE:</b>	0904	<b>WORK YEAR:</b>	12 Months
<b>DEPARTMENT:</b>	Transportation Services	<b>SALARY:</b>	Range 49 Salary Schedule C
<b>REPORTS TO:</b>	Assigned Supervisor	<b>BOARD APPROVAL:</b>	09-20-66
		<b>BOARD REVISION:</b>	10-29-73      05-11-81 11-10-73      03-01-94 <u>02-05-76</u>
		<b>HR REVISION:</b>	04-26-12

**BASIC FUNCTION:**

Perform routine, complex transportation work, and plan and conduct an overall school bus driver and bus attendant training program; coordinate bus driver and bus attendant safety programs; assist in the investigation of accidents involving a school bus; prepare records and reports on training activities including original trainee records and ongoing records for all school bus drivers pursuant to requirements mandated by law; and operate a school bus as required.

**REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)**

Plan and conduct an overall school bus driver training program in accordance with the Department of Education guidelines to include in-service, classroom, and behind-the-wheel instruction for both new and renewal drivers. **E**

Prepare records and reports on training activities including original trainee records and ongoing records for all school bus drivers pursuant to requirements mandated by law; operate a school bus on an assigned route as required. **E**

Schedule and conduct specialized transportation workshops. **E**

Screen new driver applications, schedule interviews, conduct a drive test, and make recommendation of applicant's competence. **E**

Provide assistance for new applicants to obtain a commercial license, school bus certificate, first aid card, medical certificate, and background investigation; coordinate interviews with the California Highway Patrol. **E**

Research and develop new instructional materials to teach in addition to teaching the required Department of Education course. **E**

Interpret statutes, guidelines, and regulations; maintain current knowledge to assure that safe driving practices are in compliance with laws, regulations, codes, and district policies related to student transportation. **E**

Communicate questions, concerns, and information between administrators, state agencies, dispatch, and bus drivers. **E**



Operation of a computer, related software, and standard office equipment.  
Health and safety regulations.

**ABILITY TO:**

Perform the basic function of the position.

Maintain records, and prepare complete and concise reports.

Conduct a bus driver and bus attendant safety program.

Operate a school bus, exercising good judgment and extreme caution.

Comply with all vehicle codes.

Train and evaluate the work of school bus drivers.

Understand and follow oral and written directions.

Establish cooperative working relationships with others.

Work independently with minimal supervision to meet schedules and timelines.

Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.

Operate a computer, related software, and standard office equipment.

Lift and carry moderately heavy objects according to safety regulations.

Meet state and district standards of professional conduct as outlined in Board Policy.

**WORKING CONDITIONS:**

**SAMPLE ENVIRONMENT:**

Indoor, outdoor, and school bus environment; drive in various road and weather conditions; noise.

**SAMPLE PHYSICAL ABILITIES:**

Hear and speak to exchange information; dexterity of hands and fingers to operate a computer, secure wheelchairs, and assist students; see to monitor student activities and view a computer monitor; sit for extended periods of time