

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

JOB TITLE: *Driver Instructor/Driver*
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. Responsible for processing daily bus inspection records.
3. Process and record bus repair requests.
4. Maintain the **driver's training files** for certification requirements.
5. Conduct classroom and behind the **wheel** driving sessions for new **drivers** and **drivers** who require re-certification.
6. Evaluate safety skills of all drivers annually.
7. May need to maintain record of bus routes with periodic updates.
8. Perform clerical and receptionist duties as assigned.
9. Process student bus passes.

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.

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. Five (5) years of driving experience as a bus driver or the equivalent as defined in the CDE guidelines**
5. Possession of a valid California Driver's License.
6. A California School Special Driver's Certificate and Medical Examiner's Certificate is required.
- 7. *Must have or obtain (at the next available class) CDE State-Certified Instructor Credentials***

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

Board Approved: 6/15/21