

CAPISTRANO UNIFIED SCHOOL DISTRICT
San Juan Capistrano, California

STATE CERTIFIED INSTRUCTOR

DEFINITION

Meets the general requirements of a School Bus Driver. Under the direct supervision of a Supervisor III, Transportation Support, develops, coordinates, and assists with classroom and behind-the-wheel training of applicants for school bus certification; develops, coordinates, and assists in the annual Bus Evacuation Drills program at district schools; provides classroom, behind-the-wheel, and inservice training for licensed drivers; reviews and observes the driving skills and proficiencies of licensed school bus drivers; assists in coordinating and updating the left/right program for bus routes; performs other related duties as required.

EXAMPLES OF DUTIES

- Trains driver applicants in classroom and behind the wheel
- Trains licensed drivers in renewal classroom and inservice programs.
- Schedules, supervises, and participates in the bus evacuation drills.
- Conducts behind the wheel driver observations and behind the wheel proficiency check rides.
- Monitors route left/rights to insure quality and that they are current.
- Keeps required records and prepare reports as needed.
- Performs related duties as required.
- Check and recommend school bus stops in accordance with applicable laws and policy.

QUALIFICATIONS

Knowledge of:

Operation of a school bus and the laws governing its use; principles and practices of safe, defensive driving; principles, concepts, and techniques of driving; inspecting, and managing passengers on vehicles of the appropriate type and size; principles of training and supervision; *California Vehicle Code*; *California Education Code*; *California Code of Regulations*, Title 5 and Title 13 sections related to transportation; all district policies relating to the operation and transportation of passengers

Ability to :

Maintain accurate and complete records; successfully complete all training in the California Department of Education State Certified Instructor Course; provide quality behind-the-wheel training in vehicles of the appropriate type and size; demonstrate proper instructional methods, and provide quality classroom instruction; read, interpret, and explain laws, regulations, and policies pertaining to transportation; maintain a California Department of Education State Certified Instructor Certificate with no restrictions (automatic transmission only restriction is acceptable); maintain the appropriate license, certificates and endorsements needed to operate and instruct in all types of school buses; effectively communicate the principles and practices of safe driving and pupil management; follow written and oral instructions; establish and maintain effective working relationships with others; lead by example and serve as a positive roll model; comply with the District's customer standards, as outlined in Board policy.

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Education:

Equivalent to the twelfth grade and demonstrated ability to read and write in the English language.

Experience:

Five years of driving experience as a school bus driver.

License Required:

Possession of a California State Certified Instructor Certificate with no restrictions (automatic transmission only is acceptable); possession of a valid California Special Driver's Certificate – School Bus, no restrictions (automatic transmission only is acceptable); a driving record with no chargeable accidents in any vehicle within three years immediately preceding the date of selection; a driving record with zero points in the past three years.

3/07