



STOCKTON UNIFIED SCHOOL DISTRICT
Human Resources Department

TITLE:	School Bus Driver Delegated Behind the Wheel Trainer	REPORTS TO:	Chief Business Official or designee
DEPARTMENT:	Transportation	CLASSIFICATION:	Classified
FLSA CLASSIFICATION:	Non-Exempt	WORK YEAR:	12 month, (260 Days)
BOARD APPROVED REVISION:	5/13/2025	SALARY RANGE:	CSEA 885 / Range 43

BASIC FUNCTIONS:

Provide new school bus drivers the behind the wheel training and instruction necessary to operate a school bus safely; provide in-service training to incumbent school bus drivers to evaluate the driving performance of District school bus drivers; and perform related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED:

Receives general supervision from Chief Business Official or designee as well as receive guidance and technical instruction from School Bus Driver Instructors.

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 ability associated with this classification, but is intended to accurately reflect the principle job elements.)

ESSENTIAL DUTIES:

- Assist the School Bus Driver Instructor(s) in developing and maintaining up-to-date training programs. *(E)*
- Ensure proficiency of school bus/van drivers to operate the appropriate vehicle when necessary. *(E)*
- Keeps necessary training records and performs related clerical duties. *(E)*
- Perform behind-the-wheel training and arrange for training resources as necessary. *(E)*
- Assist in the completion of annual bus evacuation drills. *(E)*
- Stays current on laws, regulations, codes, and policies relating to pupil transportation. *(E)*
- Assist the School Bus Driver Instructor(s) in tracking CHP licensing and certification requirements of agency drivers. *(E)*
- Train new bus driving personnel to meet all required bus driver requirements. *(E)*
- Complete accurate record requirements on each driver trainee and driver. *(E)*

- Provide recommendations related to the ability of new employees to complete a driver training program and safety of the employee. *(E)*
- Provide specific feedback to the School Bus Driver Instructor(s) related to shortcomings in trainability. *(E)*
- Learns and practices procedures to drive a school bus over designated routes in accordance with time schedules, picking up and discharging students as needed. *(E)*
- Learns and practices procedures to escort students across streets when necessary, stopping traffic as needed. *(E)*
- Learns and practices procedures to transport students and teachers on field trips to various locations making departure and arrival time as scheduled. *(E)*
- Learns and practices procedures to assist in maintaining the school bus and other motor equipment in clean and safe operating condition. *(E)*
- Learns and practices procedures to maintain good order among students on the bus following District policies regarding the disciplining of children. *(E)*
- Learns and practices procedures to make routine safety checks, report problems or equipment malfunctions. *(E)*
- Learns and practices procedures to maintain records of all trips. *(E)*
- Learns and practices procedures to file accident reports when necessary. *(E)*
- Attends scheduled safety meetings and safety programs. *(E)*
- Reports incidents which affect the safety of pupils. *(E)*
- May be assigned as a substitute driver if needed. *(E)*

OTHER DUTIES:

- Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Safe driving practices.
- Provisions of the California Vehicle Code and the Education Code applicable to the operation of vehicles in transporting students.
- First Aid Practices.

Ability to:

- Comprehend complex concepts and systems related to heavy vehicle operations.
- Work effectively in the absence of supervision.
- Understand and follow oral and written directions.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Drive a school vehicle safely and efficiently.
- Learn and observe legal and defensive driving practices.
- Learn and follow designated routes.
- Maintain a safe discipline level among passengers.
- Conduct safety inspections and perform routine preventive maintenance.
- Maintain a clean bus in proper working condition.
- Comprehend and follow equipment instructions for student assistive devices such as wheelchairs, car seats, harnesses, etc.
- Assist in loading and unloading students with special needs.
- Administer First Aid.
- Operate a two-way radio.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Respond appropriately to feedback, direction, and evaluation.
- Prepare and maintain routine records and reports.
- Understand and follow oral and written directions.
- Meet schedules and timelines.
- Participate in various job-related activities, professional growth training, and workshops.
- Exercise sound judgment.
- Learn and perform basic math.
- Learn and perform record-keeping techniques.

- Work with minimum supervision to obtain effective results.
- Provide instruction directly from the California Department of Education Office of School Transportation's behind the wheel guide to school bus driver trainees.
- Pass the required test that is administered by the California Department of Education of School Transportation to obtain and retain a delegated behind the wheel trainer certificate.
- Maintain all the necessary licenses and certifications to retain a school bus/ delegated behind the wheel trainer certification.
- Obtain a delegated behind the wheel certificate within six (6) months of the date of hire.
- Become proficient and able to operate any vehicle in the fleet at any time.

Education and Experience:

- Possess a high school diploma or equivalent.
- Minimum 1 year experience in the operation of a school bus.

License, Certifications and Other Requirements:

- Possession of a valid California Class A or B Driver's License with an air brake and passenger endorsement.
- Possession of a California School Bus Driver's Certificate.
- First Aid and CPR Certificates must be obtained within sixty (60) days from date of hire.
- Fingerprinting through SUSPD.
- Tuberculosis clearance.

WORKING CONDITIONS

Environment:

- Indoor/Outdoor environment subject to changing temperatures.
- Driving a vehicle to conduct work.
- Direct contact with the public, students, and other District staff.
- Regular exposure to noise, gases, fumes, dust and drafts, etc.

Physical Demands:

Employees in this classification must have/be able to:

- Sit for prolonged periods of time.
- Stand and walk for short periods of time.
- Occasional bending/stooping; squatting/crouching.
- Occasional reaching overhead, above/below shoulders, and horizontally.
- Occasional pushing/pulling, lifting, and maneuvering objects such as wheelchairs with students with a broad range of body weights.
- Frequently bend/twist the neck to adequately monitor students and traffic conditions.
- Lift and/or support/drag up to 150 pounds for short periods of time.
- Climb 3 feet of steps into/out of the bus.
- Requires continuous use of hands, arms, feet, and legs to push/pull or activate essential controls (pedals, levers, and knobs) in recurring operational motions.
- Requires a range of simple grasping to firm grasping in order to seize, hold, grasp, turn, or otherwise work with hands to turn the steering wheel, shift gears, and/or manipulate mechanical levers and controls; as well as to position students in their car seats and/or infant seats; to fasten car/infant seat harnesses and/or belts; to secure students to their wheelchairs or car seats; and to secure the wheelchairs or car seats to the bus.
- Hear with or without assistive devices sufficient to hear students, receive communications on radio, and hear outside noises, sirens, horns, brakes, etc., that are necessary to operate the bus safely.
- Speak with or without assistive devices sufficiently, professionally, and politely to give instructions/commands to students, speak professionally and politely to parents and other staff.
- Visual acuity with or without assistive devices sufficient to pass the driving test, read signs, road hazards, and to be able to operate the bus safely in reduced visibility conditions.

Hazards:

- Exposure to blood-borne pathogens and bodily fluids; exposure to students/parents being physically aggressive and non-compliant.