

DRIVER TRAINER (BUS-TRUCK)

DEFINITION

Conducts and evaluates in-service training and instructional programs in driving efficiency, safety, and rules and regulations for District bus and truck drivers and contract bus drivers.

TYPICAL DUTIES

Analyzes training needs and recommends driver training programs for the Transportation Services Division.

Evaluates the driving skill and safety practices of bus drivers and truck drivers, and gives them instructions as necessary.

Conducts in-service training classes in first aid, safety, driving efficiency, and pertinent provisions of the California Motor Vehicle Code and the California Education Code.

Administers driving performance tests to bus drivers and truck drivers.

Evaluates the driving skill of contract drivers and applicants for provisional assignments and approves or disapproves their employment.

Maintains accident report files and records.

May act as chairperson of the Transportation Services Division Accident Review Committee.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Driver Trainer (Bus-Truck) trains District bus and truck drivers and contract bus drivers in safe and efficient driving practices and in various laws, rules, regulations, and policies pertaining to transportation.

The Transportation Services Manager manages and participates in the investigation of accidents, possible violations of the laws and rules, and complaints regarding the District's transportation services and personnel and participates in scheduling, conducting and assessing bus driver training programs and student training activities, and provides technical direction on training methods, procedures, and formats to employees conducting Transportation Branch training programs.

SUPERVISION

General supervision is received from a Regional Transportation Manager or the Transportation Services Manager. Technical supervision is exercised over the activities of drivers during training. Functional and technical supervision is exercised over the work of State certified instructors as assigned.

CLASS QUALIFICATIONS

Knowledge of:

- Principles of supervision and training
- Safe and efficient driving principles and techniques, especially as they pertain to the operation of buses and trucks
- Design fundamentals and characteristics of internal combustion engines, including gasoline and diesel power plants, as related to proper operating techniques, and the various mechanical components of automotive chassis
- Principles and practices of in-service training, including the learning process
- Federal, State, local agency, and District rules, regulations, or codes governing transportation operations, traffic laws, and student transportation

Ability to:

- Analyze, interpret, and explain regulations, laws, policies, and rules
- Operate a wide variety of school buses and trucks competently
- Make effective oral and written presentations
- Deal effectively with officials of other public agencies
- Analyze work situations to determine training needs
- Operate an office computer with a word processing program

Special Physical Requirements:

- Ability to reach overhead and safely lift, carry, push, or pull weights up to 50 pounds

ENTRANCE QUALIFICATIONS

Education:

- Graduation from high school or evidence of equivalent educational proficiency, preferably supplemented by college level courses in human relations, driver education, and motor vehicle safety.

Experience:

- Five years of experience driving heavy vehicles such as buses or trucks that require a California Class A or Class B Driver License; three years of the experience must be driving a school bus:

and

- One year of supervisory experience OR completion of a course of at least 30 hours in supervision at an adult school or recognized college or university OR completion of the Los Angeles Unified School District's Supervisory Certificate Program.

Special:

- A valid California Class A Driver License with all unrestricted endorsements (exception: hazardous materials) and unrestricted School Bus Driver Certificate (exception: First-Aid Test Waived restriction, if in possession of a valid first-aid card) are required prior to completion of the probationary period.
- A valid unrestricted California State Department of Education Bus Driver Instructor Certificate is required within one year of appointment.
- Acceptance into the California State Department of Education Bus Driver Instructor course

must be obtained prior to the completion of the probationary period.
A valid California Class A or B Driver License with a passenger endorsement is required at the time of application.
An Occupational Safety and Health Administration (OSHA) Forklift Train-the-Trainer certification is required prior to the completion of the probationary period.

SPECIAL NOTE

Effective January 1, 1995, all employees in this classification are subject to the Federal Highway Administration regulations for drug and alcohol testing as required by the Omnibus Transportation Employee Testing Act of 1991.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skill, and abilities. Management retains the discretion to add or change typical duties of a position at any time.

Revised
12-09-13
JPK

Reviewed
1-31-18
JPK