



JOB DESCRIPTION

TULARE JOINT UNION HIGH SCHOOL DISTRICT
426 North Blackstone, Tulare, CA 93274



Bus Driver/Delegated Behind the Wheel Trainer

Approved 6/9/26

DEFINITION

Under the direct supervision of the Transportation Supervisor, the Bus Driver/Delegated Behind the Wheel Trainer performs the essential duties of safely transporting high school students over designated routes and, concurrently, assists the state-certified School Bus Instructor with essential behind-the-wheel training, observation, and test skills and proficiencies of new and current school bus drivers to ensure compliance with all State, Federal, and local regulations.

EXAMPLES OF DUTIES/ESSENTIAL FUNCTIONS

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 principal job elements. The omission of specific statements of duties does not exclude them if the work is similar, related or a logical assignment to the position.

- Drive a bus on a daily basis over designated routes picking up and discharging students in accordance with specified times schedules. *E*
- Transport students and staff on special trips to various locations within the state. *E*
- Maintain order among students while on the bus and while at bus stops. *E*
- Follow specified start up and shut down procedures before and after each run. *E*
- Maintain bus cleanliness in accordance with district guidelines. *E*
- Prepare log and reports as directed. *E*
- Conduct required daily safety inspections of buses, inspecting interior, exterior and engine of the vehicles. *E*
- Report major mechanical malfunctions or other problems as required. *E*
- Maintain mileage, logs, time records, and related records as required. *E*
- Determine appropriate action in potential or real medical emergency situations according to established guidelines and administer first aid to passengers as needed. *E*
- Attend safety meetings and driver education and safety programs as directed. *E*
- Maintain effective bus and bus-to-base communications. *E*
- Maintain effective communications between co-workers, supervisor, and dispatcher. *E*
- Maintain required in-service hours needed and required by law to maintain current school bus drivers license. *E*
- Provide one-on-one, behind-the-wheel instruction for pre-service applicants and in-service licensed drivers, demonstrating and reinforcing safe, defensive driving techniques and all required driving maneuvers (e.g., vehicle inspection, backing, turning, shifting, and passenger loading/unloading). *E*
- Observe, assess, and test the driving skills and proficiencies of trainees and current drivers, providing specific, constructive feedback to promote excellence in safety and service. *E*
- Assist in preparing driver applicants to successfully pass the required Department of Motor Vehicles (DMV) and California Highway Patrol (CHP) written and driving performance tests for initial licensing and renewal. *E*
- Maintain precise and accurate records of all behind-the-wheel training sessions, assessments, and proficiency check rides in compliance with state regulations and District policy. *E*
- Assist the Facilities, Maintenance, Operations and Transportation Training Specialist with other training activities, such as presenting on student management, safety protocols, and new regulations. *E*
- Attend all required meetings and training sessions to remain current on new laws, regulations, and industry best practices. *E*
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS

Education

High School Diploma or equivalent

Experience

Minimum of two (2) years of experience in safely operating a school bus.

Licenses and Other Requirements

- Possession of a valid **Commercial Driver's License (CDL)**, Class A or B, with Passenger (P) and School Bus (S) endorsements.
- Possession of a valid **Special Driver Certificate** (School Bus) as required by state law.
- Successful completion of all California Department of Education School Bus Driver **Delegate Behind the Wheel Trainer** requirements, including specific training/certification mandated by the state (e.g., passing a specific driving performance test and relevant coursework).
- A driving record without a chargeable accident in any vehicle within three (3) three years immediately preceding the date of selection as a delegated behind the wheel trainer.
- Certification in First Aid and CPR, or equivalent.
- DOJ and FBI Fingerprint clearance.
- TB Test documentation within the last four years.

KNOWLEDGE AND ABILITIES

Knowledge of

- State, Federal, and local laws, codes, and regulations governing the operation of school buses and pupil transportation (e.g., *California Education Code* and *Motor Vehicle Code*).
- Principles, methods, and techniques of effective behind-the-wheel instruction and assessment.
- Safe driving practices and defensive driving techniques.
- Proper student management techniques and District discipline policies for high school-age students.
- Interpersonal skills using tact, patience and courtesy.
- Basic first aid procedures.
- Record keeping and resort preparation techniques.
- Health and safety regulations.
- Oral and written communication skills.

Ability to

1. Drive a school bus safely and efficiently.
2. Meet District standards as outlined in board policies and administrative regulations.
3. Read and navigate from visual and written maps.
4. Schedule and conduct effective behind-the-wheel training programs.
5. Work independently with limited oversight and direction.
6. Establish and maintain cooperative and effective working relationships with staff, students and community members.
7. Safely and efficiently operate a school bus under various traffic and weather conditions.
8. Conduct safety inspections.
9. Conduct behind-the-wheel training for bus drivers to acquire and maintain special driver certificates.
10. Meet schedules and timelines.
11. Operate a two-way radio and other communication equipment.
12. Effectively instruct, mentor, and assess the driving skills of adults.
13. Observe legal and defensive driving practices.
14. Maintain order and discipline among students while operating a school bus.
15. Recognize equipment malfunctions and take appropriate action.
16. Communicate effectively, both orally and in writing, with students, staff, parents, and the general public.
17. Maintain complex records and prepare clear, concise reports.

18. Administer basic first aid.

PHYSICAL DEMANDS AND WORKING CONDITIONS

Environment

- Indoor/outdoor environment subject to changing temperatures exceeding 90 degrees at times.
- Direct contact with the public, students, and other District staff.
- May be exposed to heights, loud noises, fumes, dust, and other odors.
- Some assignments may require use of restraint procedures due to the nature and severity of the disabilities and/or assaultive or self abusive tendencies of pupils.
- May complete routes within tight deadlines and continuously changing priorities and interruptions.
- Work with moving vehicles and motorized wheelchair lifts and equipment.

Physical Demands

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- May be exposed to heights, loud noises, fumes, dust, and other odors.
- Some assignments may require use of restraint procedures due to the nature and severity of the disabilities and/or assaultive or self abusive tendencies of pupils.
- May complete routes within tight deadlines and continuously changing priorities and interruptions.
- Work with moving vehicles and motorized wheelchair lifts and equipment.

Hazards

- Working with tools, and powered machinery.
- Possible contact with blood borne pathogens and/or bodily fluids.

SALARY

\$26.96 - \$40.46

182 Workdays

Pay Range 14