

PARK CITY SCHOOL DISTRICT

JOB DESCRIPTION

INSTRUCTOR/SCHOOL BUS DRIVER

DEFINITION:

Under the direction of the Transportation Director, provide classroom and behind-the-wheel instruction to applicants and current bus drivers; identify instruction requirements; monitor and report on Bus Drivers' knowledge and skills; address school bus regulations and safety procedures; maintain required documentation for audit in compliance with state certification and district/state/federal requirements; function as school bus driver.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Schedule and conduct classroom, workshop and behind-the-wheel instruction and testing for bus drivers; monitor bus drivers to determine roadway performance.
- Perform and document on-the-road driving skills appraisals of bus drivers in compliance with safety practices, departmental policies, State Code and Regulations; conduct observations in the field.
- Maintain records and documentation required by State and federal law and prepare appropriate reports; maintain training requirements and licensing and certificate status of bus drivers to ensure compliance.
- Coordinate various programs such as Bus Driver's Award Program which provide information and/or recognition.
- Investigate school bus accidents and other operating incidents involving school buses and respond to staff and public concerns regarding operations safety.
- Screen school bus driver applicants for placement into employment.
- Drive a school bus on designated routes in accordance with time schedules, picking up and discharging school children of all ability levels; monitor student and other passenger during transit to ensure safe transportation.
- Conduct required daily safety inspections of buses; inspect the interior, exterior and engine of buses to assure safe operational condition; report mechanical malfunctions or other problems as required; prepare and maintain related records.
- Operate a two-way radio for bus to bus and bus to base communications.
- Participate in various vehicle maintenance activities including oiling and fueling buses and vehicles.
- Operate a computer and assigned software.
- Attend meetings and trainings as assigned; conduct meetings of drivers to discuss new laws, training requirements, safety and bus operations.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: graduation from high school and three (3) years of experience as school bus driver, accident free.

Licenses and other Requirements:

- Valid Utah State Class B Driver's License- School, Passenger and Air Brakes Endorsement; Defensive Driving; Operation Life Saver; USBE Certified District/State Level Instructor; Utah 3rd Party CDL Examiner; Current DOT physical; CPR, AED and First Aid Certified Instructor.

- USOE District/State Level Instructor certification.
- Participate in 8 hours annual in-service training; attend annual professional development workshop.
- Pass Alcohol and Drug Test and Physical Assessment.
- Criminal Justice Fingerprint and Background Clearance.

Knowledge of:

- Curriculum requirements for behind-the-wheel and driver classroom bus training and refresher courses.
- Applicable State and Education Code sections and traffic laws.
- Safe driving methods and techniques; appropriate safety precautions and procedures.
- Principles and practices of training.
- Various relevant mechanical characteristics of buses.
- Basic First Aid/CPR procedures.
- Operation of a computer and assigned software.
- Record-keeping techniques.
- Interpersonal skills using tact, patience and courtesy.
- Health and safety regulations.
- Oral and written communication skills.

Ability to:

- Schedule and conduct classroom and behind-the-wheel classes for bus driver trainees and licensed bus drivers.
- Conduct field evaluations of Bus Driver proficiency.
- Operate a vehicle observing legal and defensive driving practices.
- Enforce rules to maintain safe passenger environment.
- Understand and follow oral and written instructions.
- Establish and maintain cooperative and effective working relationships with others.
- Maintain vehicle in a clean and safe condition/
- Read, interpret and explain laws, regulations and policies related to transportation.
- Drive a school bus safely and efficiently.
- Maintain a safe discipline level among passengers.
- Prepare and maintain accurate records and reports.

WORKING CONDITIONS:

Work Environment:

- Indoor/Outdoor/School bus environment.
- Seasonal heat and cold or adverse weather conditions.
- Driving a vehicle to conduct work.
- Exposure to fumes, dust, odors, oil/grease and gases.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Seeing to monitor passengers and operate a vehicle.
- Sitting for extended periods of time while operating buses.
- Hearing and speaking to exchange information and make presentations.
- Reaching, pulling and pushing to open bus doors.
- Dexterity of hands and fingers to operate a computer and school bus control panel.

- Bending at the waist, kneeling or crouching to inspect and wash buses.
- Lifting moderately heavy children or objects.

Hazards:

- Traffic hazards.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

FLSA STATUS:

APPROVAL DATE

SALARY GRADE

Non-Exempt

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