

Bus Driver/Instructor

Purpose Statement

The job of Bus Driver/Instructor is done for the purpose/s of providing classroom instruction and behind the wheel training; addressing school bus regulations and safety procedures; evaluating bus drivers' knowledge and skills; maintaining required documentation for audit in compliance with state certification and district/state/federal requirements; and transporting students over scheduled bus routes.

This job reports to Manager, Transportation

Essential Functions

- Attends safety meetings and training relating to State and District requirements for the purpose of presenting and/or acquiring information.
- Conducts classroom and behind-the-wheel bus driver training for the purpose of presenting, reinforcing and/or developing bus driver skills including Wyoming Department of Education Requirements.
- Evaluates performance of bus drivers and applicants for the purpose of ensuring that basic skills levels are met and are in compliance with state certification requirements.
- Informs bus drivers and driver applicants (e.g. rules, regulations, laws, procedures, etc.) for the purpose of providing information, requesting follow-up action and/or proper procedures.
- Maintains manual and electronic documents, files and records (e.g. licensing, certificates, and medical expiration dates; cumulative hours, student behavior reports, mileage logs, etc.) for the purpose of documenting activities and/or providing an up-to-date reference and audit trail.
- Oversees bus driver licensing, training requirements and certificate status (e.g. driver's licenses, physicals, drug screenings, CPR/First Aid, etc.) for the purpose of ensuring compliance with regulatory requirements with all administrative, State and Federal requirements.
- Performs functions of a school bus driver for the purpose of meeting the district's transportation service needs.
- Prepares a variety of documents and reports (e.g. activity reports, training handouts, safety information guidelines, driver evaluations, etc.) for the purpose of communicating information to bus drivers, other district personnel, and state officials, etc.
- Processes documents and materials (e.g. citations, referrals, incident reports, etc.) for the purpose of disseminating information to appropriate parties.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment; using pertinent software applications; operating heavy and light duty vehicles; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve

practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: safe driving practices; provisions of the motor vehicle code and the education code applicable to the operation of vehicles transporting school students; state licensing requirements.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities.

Responsibility

Responsibilities include: working under direct supervision using standardized routines; providing information and/or advising others; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 50% sitting, 20% walking, and 30% standing. The job is performed under some temperature extremes and under conditions with some exposure to risk of injury and/or illness.

Experience: Job related experience with increasing levels of responsibility is desired.

Education: High school diploma or equivalent.

Equivalency: Any combination equivalent to graduation from high school supplemented by training or course work pertaining to school bus driver training and experience in the operation of a school bus.

Required Testing:

Drug and Alcohol Testing
Job-Related Skills Proficiency Test
Pre-employment Physical Exam

Certificates and Licenses

Class "B" Commercial Driver's License (or above)
w/Bus & Passenger Endorsement
CPR/FA/AED Certificates
School Bus Driver Training Certificate

Continuing Educ. / Training:

Maintains Certificates and/or Licenses

Clearances

Criminal Background Clearance
DOT Physical
10 Year Motor Vehicle Record

FLSA Status

Not Rated

Approval Date

6/25/2018

Salary Grade

I