



Fremont Unified School District

Classified Job Description

Trainer, Driver/Safety

Definition

The Trainer, Driver/Safety reports directly to the Director, Transportation. Under general supervision to develop, coordinate and conduct training programs designed to enhance driving skills and promote safe driving habits for operators of school buses and other District vehicles and grounds equipment; to assist in cultivating a safe working environment; and to perform other job-related duties as required.

Essential Duties and Responsibilities:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Depending on the assignment, duties may include but are not limited to the following:

- Develops a Safety and Driver Training program for all District employees who operate equipment.
- Develops procedures and manuals to be used as guides in implementing Safety and Driver Training programs.
- Provides instructions, conducts driving tests and evaluates new and incumbent employees in conjunction with regulatory agencies.
- Ensures that operators meet District standards and are certified to operate their assigned vehicles.
- Test-drives equipment with mechanics, drivers and CHP officers as required.
- Shuttles vehicles as required.
- Assists in operations/dispatch when needed.
- Develops and evaluates bus routes and investigates complaints concerning problems with routes or bus stops.
- Provides assistance to operators in the field whenever problems occur.
- Coordinates participation by District employees in the annual rodeo.
- Maintains, evaluates and reports accidents, maintains driver records, submits periodic reports with evaluations and recommendations for corrective action.
- Represents the Transportation Department in all matters relating to safety, as pertains to District vehicle operation; assists in implementing safety requirements.
- Assists and advises on performance tests for District vehicle and equipment operators.
- Serves as a bus driver in emergencies or as required.
- Acquires, transfers or releases registrations or titles on District vehicles and related equipment.
- Coordinates pupil evacuation program.
- Performs traffic control at schools and corporation yard when needed.

Qualifications

Successful Experience in:

- Safe work practices including OSHA and MSDS regulations, as they relate to the position.
- Safe driving and operating practices of various types of motorized equipment, with special knowledge in school bus program.
- Provisions of the California Motor Vehicle Code, California Highway Patrol Regulations, and Education Code applicable to the operation of all vehicles operated in school District services.
- Safety requirements affecting vehicle operations;
- Methods and techniques of fleet-safety administration.

Ability to:

- Plan, coordinate and conduct driver/safety training programs.
- Evaluate performance of drivers and recommend action that will result in certification or failure.
- Write clear, complete, accurate and logical safety reports and specifications.
- Identify workplace hazards and/or unsafe conditions and take appropriate action to correct.
- Read and write English at a level sufficient to successfully perform the duties associated with the position.
- Understand and carry out oral and written directions.
- Establish and maintain cooperative, working relationships with those contacted in the course of work.

Education: Equivalent to completion of high school with the addition of any combination of formal and informal training, experience, and education in the areas of driver safety programs, transportation dispatch, training and development.

Experience: Five years of driving experience as a bus driver or two years of driving experience as a bus driver and three years of experience operating vehicles requiring a Class A or B commercial driver license; or two years of driving experience as a bus driver of the appropriate class in the type of operation the instructor will be employed and one year as an authorized delegated behind-the-wheel trainer of the appropriate class.

Licenses and certificates:

Possession of a valid and appropriate California Class B Commercial Driver's License with passenger endorsement and air brake; California Special Driver's Certificate – School Bus, no or 1 restriction; a driving record with no chargeable accidents in any vehicle within three years immediately preceding the date of selection; a driving record with zero points in the past three years, no restrictions that would preclude driving on the job is a continuous requirement.

Incumbents in this class will be expected to possess, or obtain within a period of 12 months from date of hire, a California Department of Education School Bus Driver's Instructor Certificate and a California Class A Commercial Driver's License with no restrictions that would preclude driving on the job, and a Department of Transportation medical certificate are continuous requirements.

Possession of a Special Driver Certificate of the appropriate type, valid for driving vehicles for which the instructor rating is sought.

In accordance with California Dept. of Transportation regulations and District policy, position incumbents must meet all requirements of periodic physical examinations and random drug testing program.

Physical Demands and Work Settings:

The usual and customary methods of performing the job's functions require the following physical demands: some lifting 30 - 40 lbs., carrying, pushing, and/or pulling some stooping, kneeling, crouching, and significant fine finger dexterity. Requires working in a closed vehicle, working outdoors and indoors, exposed to various weather conditions and controlled conditions.

Required Testing Pre-Employment Proficiency Test may be required.

Clearances Criminal Background Clearance

<u>FLSA Status</u>	<u>Approval Date</u>	<u>Salary Range</u>
Non Exempt	N: 09/81 R: 11/85, 12/91, 10/98, 11/14, 5/15	Range 70

Job descriptions are intended to present a descriptive list of the range of duties performed by employees in the position and are not intended to reflect all duties performed with the job.

The Fremont Unified School District is an Equal Opportunity/Affirmative Action Employer. The Fremont Unified School District Governing Board prohibits unlawful discrimination against and/or harassment of district employees and job applicants on the basis of actual or perceived race, color, national origin, ancestry, religious creed, age, marital status, pregnancy, physical or mental disability, medical condition, veteran status, gender or sexual orientation at any district site and/or activity. The Board also prohibits retaliation against any district employee or job applicant who complains, testifies or in any way participates in the district's complaint procedures instituted pursuant to this policy.

For the complete FUSD Board Policy 4030 Nondiscrimination in Employment visit the FUSD website:
<http://www.fremont.k12.ca.us/domain/19>.