



POSITION ANNOUNCEMENT – State-Certified Bus Driver Instructor

SALARY: Based on Experience

BENEFITS: Medical, Dental, Vision, 401k

APPLICATION PROCEDURE: Please visit www.storerbus.com to download Storer Coachways SF – State-Certified bus Driver Instructor application. A fully completed application and a copy of the applicants H-6 driving record from the DMV, dated within the last 14 days, should be scan/e-mailed to gogreen@storercoachways.com or faxed to (209) 758-4041.

ESSENTIAL FUNCTIONS, MAJOR DUTIES AND RESPONSIBILITIES:

- Under the direction of the director, effectively organizes work responsibilities and manages time efficiently.
- Responds to verbal and written requests for assistance regarding transportation issues. Refers appropriate questions to the director or other administrators when necessary.
- Completes all assignments within the agreed-upon time frame.
- Adheres to department or company attendance and leave policy.
- Interacts with the department or company staff, representatives of other organizations and agencies, and the general public in the course of his or her duties in a pleasant and positive manner.
- Works with the department director to improve work habits and job productivity.
- Practices proper safety habits and care in the use of district or company equipment and facilities.
- Follows policies and procedures established by the district or company and state laws and regulations governing employees.
- Maintains a valid Class A or B commercial driver license, unrestricted California Special Driver Certificate, medical certificate, first aid card, or equivalent certification at all times.
- Properly demonstrates all classroom and behind-the-wheel teaching methods, techniques, driving skills, and recordkeeping requirements necessary to maintain a state-certified bus driver instructor certificate of the appropriate class.

Coordinate and evaluate the classroom and behind-the-wheel driver training program.

Performance expectation:

- Oversee the development and maintenance of an effective and efficient classroom and behind-the-wheel driver training program.
- Maintain an accurate and effective recordkeeping system for the transportation department and make appropriate recommendations for improvement.
- Maintain required reports and records of drivers and delegated behind-the-wheel trainers within the district or company.

Conduct driving performance evaluations on drivers and delegated behind-the-wheel trainers and maintain performance records.

Performance expectation:

- Evaluate delegated behind-the-wheel trainers teaching capabilities in behind-the-wheel instruction.
- Conduct driver evaluations and maintain driver proficiency records.
- Maintain performance records on all delegated behind-the-wheel trainers.

Consult with the area California Highway Patrol (CHP) school student safety officer or coordinator regarding a driver applicant's testing results and evaluation of bus driver's accident records.

Performance expectation:

- Meet with local representatives of the CHP to discuss and review driver standards and records, and accidents involving the district or company.

Investigate all vehicle and pedestrian accidents involving district or company equipment or personnel.

Performance expectation:

- Prepare an internal accident report on each accident or incident involving district or company equipment, staff, students, or pedestrians.

Train and evaluate applicants requesting driver certification for the district or company.

Performance expectation:

- Train, test, and evaluate applicants who have been selected to become drivers for the district or company.
- Drive a bus on district or company routes as necessary.

Train and evaluate applicants requesting approval as a delegated behind-the-wheel trainer.

Performance expectation:

- Train, test, and evaluate applicants who have been selected to become delegated behind-the-wheel trainers for the district or company.

Maintain required records and written reports.

Performance expectation:

- Complete weekly work plans, driver performance reviews, delegated behind-the-wheel trainer written assessment test, monthly activity reports, and training session attendance records.

Participate with local instructor groups to exchange information related to passenger transportation safety and training.

Performance expectation:

- Meet with local groups to exchange information and to receive updates from the state and local agencies.
- Participate in instructor inservice training sessions on accident data and seek new approaches to training bus drivers.

Maintain updated driver training manuals and materials related to passenger transportation.

Performance expectation:

- Research, develop, and test new approaches for bus driver training for both classroom and behind-the-wheel.
- Maintain current and up-to-date training manuals.

The desirable qualifications for a state-certified bus driver instructor include the items listed below:

- The desire to teach
- Professional appearance and demeanor
- Professional and positive attitude
- Good personal hygiene
- Good communication skills (both verbal and nonverbal)
- Good writing and spelling skills
- Good reading and reading comprehension skills
- Good bus driving skills
- Public speaking experience
- Good listening ability

Knowledge of:

- Principles, concepts, and techniques of driving, inspecting, and managing passengers on vehicles of the appropriate type and size
- *California Vehicle Code*; *California Education Code*; *California Code of Regulations*, Title 5 and Title 13 sections related to transportation
- All motor-carrier policies relating to the operation and transportation of passengers

Ability to:

- Provide quality behind-the-wheel training in vehicles of the appropriate type and size
- Demonstrate proper instructional methods, and provide quality classroom instruction
- Read, interpret, and explain laws, regulations, and policies pertaining to transportation
- Communicate effectively and make appropriate decisions

Note: The list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job. Storer Coachways, San Francisco, adheres to the provisions of ADA regarding reasonable accommodation procedures.

An Equal Opportunity and ADA Employer.