



HACIENDA LA PUENTE UNIFIED SCHOOL DISTRICT
invites applications for the position of:

Bus Driver Trainer

An Equal Opportunity Employer

SALARY: \$3,998.51 - \$5,240.41 Monthly

OPENING DATE: 10/17/17

CLOSING DATE: 11/07/17 4:30 PM

THE POSITION:

Under the general direction of the Director of Transportation, provides classroom and behind-the-wheel bus driver training program according to established laws, rules and regulations. This position assists in the administration of the transportation program including planning routes; coordinating transportation services; preparing reports; training, providing direction to Bus Drivers and supervision to other assigned staff; and performs other related duties according to established laws, rules and regulations.

CURRENT OPENING: One 10 month/40 hours per week position. Salary placement will be on Range 30 of the SEIU Salary Schedule "S." Initial salary placement for new employees is customarily at step 1 (\$3,998.51 per month) of this 6-step salary range.

APPLICANT FILING INFORMATION: This recruitment is **open to the public**. An eligibility list will be established to fill vacancies (i.e. full-time, part-time, evening), and substitute positions throughout the year. Eligibility lists typically last for twelve months. Vacant positions are filled from the top three ranks. Pursuant to PC Rule 6.2.10, the eligibility list established for this recruitment may be used for another related classification at the same or lower salary.

WE ARE ONLY ACCEPTING ONLINE APPLICATIONS. You may apply online by visiting <http://www.hlpusdjobs.org/> and clicking on "Open and Promotional Jobs." For inquiries regarding this position, you may reach the Personnel Commission via email at jbourne@hlpusd.k12.ca.us or by phone at (626) 933-3920.

Applicants **MUST** provide the Personnel Commission with a copy of the following at the time of application (you may upload the documents to your online application):

- California School Bus Driver Instructor Certificate
- Current ten year driving record (from DMV)
- Type-1 School Bus Special Driver Certificate with code O, 1, or 6 restrictions (from DMV)
- Class A or Class B California driver's license with passenger endorsement or equivalent
- Current medical certificate approved by the DMV
- Current first aid certificate
- Current CPR certificate

ONLY APPLICANTS WHO SUPPLY THE ABOVE DOCUMENTS BY THE FILING DEADLINE WILL BE TESTED.

ESSENTIAL DUTIES:

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Assists in the planning of bus routes and bus stops, which includes riding with bus drivers to observe the need for new bus stops or changes in routes, and reporting overhanging branches, view obstructions, and road hazards to appropriate authorities.
- Assists in dispatching.

- Conducts classroom and behind-the-wheel renewal training for bus drivers in accordance with the Instructor's Manual for California School Bus Driver's Training Course, Vehicle Code, and District operating procedures.
- Prepares, updates, and maintains a variety of bus driver records, including license and certificate expirations, medical expirations and advance training hours required for the renewal of bus driver certificates.
- Coordinates and maintains safety program for drivers, which includes ensuring that vehicles are in safe operating condition, and maintaining liaison with the District Safety Committee.
- Refers to and obtains information in manuals and handbooks, including the Passenger Transport Handbook, Behind-The-Wheel Guide, and instructors manuals.
- Trains and assists new drivers concerning student behavior management and other pupil transportation related problems and situations, and on special education equipment and apparatus.
- Maintains an ongoing driver improvement program, which includes determining driver proficiency, and analyzing accident reports to determine needs for possible training programs.
- Coordinates and maintains safety program for drivers, which includes ensuring that vehicles are in safe operating condition, and maintaining liaison with the District Safety Committee.
- Drives a variety of buses, including an 84 passenger bus, over designated routes.
- Perform vehicle safety inspections, and reports problems or equipment malfunctions.
- Attends training programs and renews various licenses and certificates.

MINIMUM QUALIFICATIONS:

Education:

Graduation from high school or evidence of equivalent educational proficiency.

Experience:

Three years of experience in the operation of a school bus.

IDEAL CANDIDATES WILL HAVE:

Competencies:

- Action and Results Focus: Initiating tasks and focusing on accomplishment.
- Attention to Detail: Focusing on the details of work content, work steps, and final work products.
- Critical Thinking: Analytically and logically evaluating information, propositions, and claims.
- Industry Monitoring: Grasping the external political, economic, competitive, and social factors affecting the industry.
- Leadership: Guiding and encouraging others to accomplish a common goal.
- Legal and Regulatory Navigation: Understanding, interpreting, and ensuring compliance with laws and regulations.
- Presentation Skill: Formally delivering information to groups.
- Professional & Technical Expertise: Applying technical subject matter to the job.
- Safety Focus: Showing vigilance and care in identifying and addressing health risks and safety hazards.

*For a complete job description, please visit the "Job Descriptions" tab under "Job Seekers" on the Personnel Commission website, located at <http://www.hlpusdjobs.org>.

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.hlpusdjobs.org>

Contact: Joleen Bourne

Email: jbourne@hlpusd.k12.ca.us

15959 E. Gale Avenue

City of Industry, CA 91716

626 933-3920

Position #1310/1017

BUS DRIVER TRAINER

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