

Delegated Behind-the-Wheel Trainer Certification Orientation



Region E Classroom

May 14, 2019 @ 9:30

Region B Classroom

May 16, 2019 @ 10:00

Must meet entrance qualifications and guidelines before attending the orientation class.
See attached documents.



For additional information, contact your region **Driver Trainer** or Safety Center at:
(213) 580-2903

David T. Mendoza, Transportation Services Manager

Guidelines for Selecting a Delegated Behind-the-Wheel Trainer

The Position

Define the delegated behind-the-wheel (BTW) position in terms of the state requirements and carrier responsibility and expectations. If successful, the candidate should eventually advance to the position of state-certified bus driver instructor. Therefore, when considering an applicant for this position, think in terms of the day he or she might replace the state-certified instructor in the transportation department.

Minimum Qualifications

The minimum qualifications for a delegated behind-the-wheel trainer are listed below:

- Possession of a Commercial Driver License, Class A or B, with appropriate endorsements valid for driving and training in a particular type and size vehicle.
- Possession of a California Special Driver Certificate of the appropriate type, valid for driving and training in a particular type and size vehicle.
- One year experience as a driver of the appropriate type and size vehicle immediately preceding the date of selection as a delegated behind-the-wheel trainer.
- Possession of a high school diploma or general education development (GED) equivalent.
- A driving record with out a chargeable accident in any vehicle within the three years immediately preceding the date of selection as a delegated behind-the-wheel trainer.
- Successful completion of all training in the latest edition of the *Instructor's Behind-the-Wheel Training Guide for California's Bus Driver's Training Course* given by, and in the presence of, a state-certified instructor of the appropriate class.
- Successful completion of a written assessment test on current laws, regulations, and policies given by, and in the presence of, a state-certified instructor of the appropriate class.
- Successful completion of a driving test and a behind-the-wheel training performance test on all phases of behind-the-wheel and vehicle training. The test shall be given by, and in the presence of, a state-certified instructor of the appropriate class.
- Candidates selected by their employer as delegated behind-the-wheel trainers must be approved by the California Department of Education before conducting behind-the-wheel training.

Desirable Qualifications

The desirable qualifications for a delegated behind-the-wheel trainer include the items listed below:

- The desire to teach
- Professional appearance and demeanor
- Professional and positive attitude
- Good personal hygiene
- Good communication skills (verbal and non verbal)
- Good writing and spelling 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, as they relate to school transportation
- California Department of Education, California Highway Patrol, and Department of Motor Vehicles rules, regulations, and policies pertaining to the transportation of passengers
- *Instructor's Behind-the-Wheel Training Guide for California's Bus Driver's Training Course*
- Policies related to the carrier's operation and transportation of passengers

Ability to:

- Provide quality behind-the-wheel training in vehicles of the appropriate type and size as defined by the California *Education Code*
- Read, interpret, and explain laws, regulations, and policies pertaining to passenger transportation
- Communicate effectively
- Make appropriate decisions
- Demonstrate proper behind-the-wheel instructional techniques
- Properly document training records as specified by the California Department of Education

General Expectations

- Under the direction of the state-certified instructor, effectively organizes work responsibilities and manages time efficiently.
- Responds to verbal and written requests for assistance regarding transportation issues. Refers appropriate questions to the state-certified instructor or director when necessary.
- Completes all assignments within the agreed-on time frame.
- Adheres to department attendance and leave policy.
- Interacts with department staff, representatives of other organizations 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 with a passenger endorsement, California Special Driver Certificate, medical certificate, first aid card, or equivalent certification at all times.
- Properly demonstrates all behind-the-wheel teaching methods, techniques, and driving skills required by the California Department of Education and the district or company.

Additional L.A.U.S.D. Requirements

- A letter explaining why you want to be considered in the training program. This must be done on a Word document or typed (no hand written letters)
- Two letters of recommendations from past and/or current supervisors
- No conference memo(s) or U notices for the past 3 years
- No preventable accidents in the last two years
- Good attendance
- A copy of your HS diploma/GED