

## **BUS DRIVER/MAINTENANCE II**

### **DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:**

Under the supervision of the Coordinator (Maintenance, Constructions and Grounds), will perform semi-skilled work in the maintenance and repair of buildings, furniture and equipment, and do other work as required.

### **ESSENTIAL FUNCTIONS:**

- Drives a school transportation vehicle within a prescribed route(s) in accordance with time schedules, picking-up and discharging students at designated stops
- Escorts and assists students on and off vehicle and across the street when necessary
- Transports students and teachers on field trips to various locations
- Maintains order and proper discipline of student passengers according to District Policy
- Conducts safety and operational inspection of assigned vehicle daily
- Services buses with gasoline and oil
- Evacuates vehicle in safe and timely manner when necessary and conducts periodic drills for same as required by law, completing necessary reports upon request
- Maintains cleanliness of vehicle to ensure safe operating condition
- Checks-out and reports needed mechanical repairs when necessary
- Completes periodic mileage reports and time sheets
- Attends various meetings regarding safety, first aid, training updates, etc., as required
- Attends driver training programs to maintain current knowledge of California Motor Vehicle Code and Education Code as it applies to the operation of vehicles in the transportation of school children
- Perform semi-skilled to skilled work in all phases of crafts related to maintenance, repair, alteration, and minor replacement associated with the building and mechanical needs of all district facilities; or perform semi-skilled to skilled work in one more concentrated areas (i.e., carpentry, painting, electrical, plumbing, welding, HVAC, flooring, roofing, irrigation, lock systems, etc.)
- Perform semi-skilled carpentry, including rough and finished construction, repair and remodeling
- Perform semi-skilled painting, including mixing paints and matching colors
- Perform pre-identified or emergency glazing repairs; remove putty and broken glass; apply putty and sealants correctly to prevent leakage; replace desktops, exit lights, light fixtures, and mirrors
- Perform minor maintenance work on electrical systems and equipment, sanitary plumbing pipes and fixtures, air, oil and gas pipes and heating systems
- Perform arc and acetylene welding, cutting and brazing
- Perform preventative maintenance on heating and air conditioning units
- Perform minor pre-identified maintenance or emergency repairs on specific appliances; make minor repairs on various locks and door closures
- Repair floor tiles, and assist in the replacement of carpet and drapes
- Perform general plumbing repairs; replace faucets, fixtures, washers, and gaskets; maintain various plumbing fixtures
- Perform minor repair of roofs; clean and repair rain gutters
- Install and repair sprinklers and sprinkler systems
- Operate and maintain a variety of specialized equipment; use a variety of hand and power tools; drive a district vehicle to conduct work

- May drive a truck and pull a lowboy trailer needed to haul power mower or other district equipment, including tractors or forklifts
- May drive a forklift
- Perform custodial work when needed
- Perform related duties and responsibilities as assigned

**EMPLOYMENT STANDARDS:**

- Ability to meet physical requirements necessary to safely and effectively perform required duties
- Possession of a valid and appropriate California State Driver's License
- Possession of a California State School Bus Driver's Certificate
- Possession of a safe driving record that is in compliance with the restrictions set forth by the California Vehicle Code
- Familiar with methods, machinery, tools and equipment used in building maintenance work
- Possession of a valid and appropriate California Driver's License
- Be self-directed and work independently

**KNOWLEDGE OF:**

- State and traffic laws and regulations
- Rules and regulations of the State Department of Education pertaining to the operation of school buses and the transportation of pupils
- Safe driving practices and geography of school district
- Basic first aid practices, procedures, and techniques
- Basic methods, materials, tools and equipment used in building maintenance work
- Terminology used in building maintenance work
- Occupational hazards and standard safety practices necessary in the area of building trades work
- Basic mathematical principles
- Safe driving principles and practices

**SKILL TO:**

- Exercise good judgment and extreme caution while driving
- Maintain valid certification as school bus driver according to State regulations
- Perform semi-skilled work in carpentry, glazing, painting, plastering, welding, plumbing and electrical trades
- Perform semi-skilled building maintenance and repair duties
- Operate a variety of hand and power tools and equipment required for building maintenance work in a safe and effective manner
- Operate a variety of motor vehicles safely

**PHYSICAL FUNCTIONS:**

*Ability to:*

- Safely climb ladders up to twenty-five (25) feet in height
- Sit, stand, walk, kneel, crouch, stoop, squat, and twist
- Lift and carry seventy-five (75) pounds
- Reach in all directions
- See for the purpose of reading rules, policies and other printed materials
- Hear and understand speech at normal levels
- Communicate clearly and understandably in normal conversation

**EXPERIENCE:**

- High School diploma or equivalent
- Six (6) months of experience as a school bus driver or one (1) year of truck driving experience desirable.
- Eight (8) to fourteen (14) years of paid maintenance experience

**WORK YEAR:**

The work year is two hundred sixty (260) days, less paid holidays and earned vacations

**This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, sex (pregnancy or gender), sexual orientation, marital status, national origin (including language use restrictions), ancestry, disability (mental and physical, including HIV and AIDS), age (40 and above), medical condition (cancer/genetic characteristics), denial of family and medical care leave, or denial of pregnancy disability leave or reasonable accommodation. Inquiries regarding compliance procedures may be directed to our personnel office.**

**This organization is a Drug and Tobacco-Free Workplace.**

**This organization requires a successful candidate to provide employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.**

*Update: July 12, 2016  
Update: February 12, 2013  
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