

MENDOTA UNIFIED SCHOOL DISTRICT

Position: Bus Driver/General Maintenance
Department: Maintenance Operations and Transportation (MOT)
Reports To: Director of MOT

FLSA: Non-Exempt
Classified

This job description is not intended to encompass all duties and responsibilities that may be assigned to or performed by an individual. The job description is intended only to identify the types of duties and responsibilities that can be performed by an individual assigned to this classification.

PRIMARY FUNCTIONS:

Under supervision, to perform general and varied bus driving and maintenance work, and to do other related work as required. To perform skilled and semiskilled maintenance, repair, and construction tasks pertaining to school facilities, offices and large buildings; to assist other maintenance personnel in the performance to skilled and semiskilled functions in one or more building and maintenance trade areas; and to do other related work as required.

EXAMPLE OF SKILLS/DUTIES:

BUS DRIVER:

- Maintain safe, defensive and efficient driving practices and techniques.
- Demonstrate and maintain knowledge of all laws, rules and regulations pertaining to the transportation of students including provisions of the California Motor Vehicle Highway Patrol Passenger Transportation Safety Handbook (HPH 82.7) and all revisions thereof.
- Demonstrates effective methods of student supervision and discipline.
- Drives a school bus or other District vehicle over designated routes as assigned.
- Picking up and discharging students.
- Transports students and staff on special trips to various locations, adhering to departure and arrival time as scheduled.
- Maintains order among the students on the buses and waiting at the bus stops.
- When assigned driving duties, completes safety check of assigned vehicle/bus
- Ability to develop and maintain cooperative working relations with those contacted in the course of work.
- Other duties as related to job classification.

MAINTENANCE:

- Performs skilled and semiskilled tasks of a general nature in maintenance, repair, and construction work in the basic maintenance trades, including carpentry, painting, electrical, plumbing, heating, air conditioning, locksmithing, and carpet and tile installation.
- Assists in or performs a variety of functions in the construction, installation, and maintenance of roofs, furniture, fences, playground equipment, cabinets, shelving, chalkboards, bulletin boards, and a variety of other structures and fixtures.
- Performs the installation, repair, and maintenance of gas and water lines.
- Performs the minor installation, repairs, and maintenance of gas lines.
- Install and replace door and window glass.
- Makes minor electrical installations and repairs.
- Eyesight corrected or uncorrected sufficient to read fine print, road markings and road signs, and maps.
- Hearing with or without use of hearing an aide sufficient to hear normal and telephone conversation.
- Speech sufficient to speak in an understandable voice and to make oral presentations.
- Manual dexterity and coordination sufficient to drive a school bus.
- Strength to lift students of varying weights.
- Other duties as related to job classification.

PHYSICAL DEMANDS:

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Ability to exert 75 to 100 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.
- Work assignments may involve ascending and descending ladders, stairs, scaffolding, and ramps, and will involve walking or standing for extended periods.
- Must be capable of providing written and oral information, both in person and over the telephone/radio
- Ability to perceiving the nature of sound, near and far vision, visual acuity and depth perception.
- Will involve sitting for extended periods of time while operating student transportation vehicles.
- Must possess the manual dexterity to operate school transportation vehicles and equipment, use hand tools, and to handle and work with various objects and materials that are inherent aspects of the job.
- Exposure to hot, cold, wet, humid, or windy conditions caused by weather will be experienced.

QUALIFICATIONS:

EDUCATION:

- Equivalent to the satisfactory completion of the twelfth grade, supplemented by training, coursework and/or verifiable related employment history.

LICENSE AND CERTIFICATION REQUIREMENTS

- A valid appropriate California Commercial Driver’s License; valid medical card/certificate and verification of First Aid proficiency as required by State law; and all California School Bus Driver’s Certification(s) required by law. Must be insurable at the “standard rate” by the employer’s insurance carrier at all times while employed in this classification.

EXPERIENCE

- Preferred prior work/employment history as a bus driver and/or paid experience in the operation of heavy motor vehicles.
- Preferred prior work/employment history performing semiskilled functions pertaining to general facilities maintenance and/or construction.