

Coast Unified School District

Title: Grounds Worker/Reserve Bus Driver

Salary Range: 12

Job Summary:

Under general supervision of the Supervisor of Maintenance and Operations in coordination with the Site Administrator to perform grounds maintenance and gardening work as assigned, keep assigned building areas clean orderly, and perform related work as required. Drive a school bus to transport student safely and efficiently to assigned locations along designated routes. Ensure safety of students by maintaining a safe discipline level on the bus. Ensure safety of vehicle by performing daily safety inspections.

Qualifications:

Required:

1. High school graduate or equivalent.
2. Within one year of employment, apply for pesticide application certificate.
3. Construction and plumbing skills sufficient for job duties.
4. Knowledge of landscaping skills, materials, tools and equipment.
5. Ability to exercise good judgment and work effectively in the absence of supervision.
6. Ability to skillfully and safely work with dangerous chemicals.
7. Ability to do strenuous physical work.
8. Ability to be adaptable to changing situations.
9. Ability to skillfully and safely operate and care for grounds and related equipment.
10. Ability to establish and maintain effective working relationships with staff members, parents, students and community members.
11. Valid California Class A or Class B operator's license;
12. Valid California School Bus Driver's Certificate
13. Valid medical certificate
14. Valid first aid card or certificate of completion of California Highway Patrol First Aid Examination.
15. Knowledge of safe driving practices
16. Knowledge of provisions of the California Motor Vehicle Code Passenger Transportation Safety Handbook.
17. Ability to maintain order among riders on a school bus.
18. Understand and carry out oral written directions
19. Pass physical examination requirements as required

Desirable:

1. Three years of experience in grounds maintenance or landscaping work.
2. Bilingual in Spanish

Essential Functions:

Plant, edge, mow, and water lawns; maintain artificial turf; plant, replant, fertilize, water, trim, and prune shrubs, trees, or flowers; prepare ground for planting, weed and spray planted areas; clean and maintain grounds, mix and apply pesticides and sprays in accordance with state law and licensing requirements; operate equipment such as dump trucks, backhoe, and heavy duty tractors; operate and maintain grounds-related parts of heavy duty mowing, sweeping, and fertilizing equipment; patch, repair and seal blacktop surfaces; install, maintain and repair elements of the districts' sprinkler systems, including time clocks, manual valves, sprinkler heads, and water lines feeding the irrigation and hydroponic irrigation systems, both drip and overhead sprinklers; inspect and repair all wiring and controls connected to or related to sprinklers; perform needed plumbing and repairs to water lines; establish and monitor watering schedules for the District; adjust time clocks to provide a comprehensive watering program compatible with other school operations; operate and maintain in good working condition all tools and equipment; lay out and line athletic fields, do construction work in connection with grounds projects, grading, repairs to grounds structures; do hauling, mowing, planting, raking, trash pick-up; do minor carpentry work; assist maintenance workers in performance of such duties as carpentry, electrical, plumbing, window glazing and painting, and custodians in such duties as cleaning, moving furniture; work as part of crew during school recesses or special occasions as directed; participate in staff development; do other special projects as assigned. Drive a school bus along designated routes. Pick-up and discharge students in accordance with established time lines. Ensure student understanding of bus rules. Maintain order and discipline among passengers on the bus in accordance with school policies related to disciplining students. Report behavior issues to appropriate personnel. Observe legal and defensive driving practices, Ensure compliance with applicable traffic and student transportation laws, codes and regulations. Determine appropriate action in emergency situations according to established guidelines. Ensure student understanding of emergency procedures. Administer first aid to passengers as needed. Conduct required daily safety inspection of buses. Maintain and process daily inspection sheets. Inspect interior, exterior and engine of buses to ensure safe operational condition. Report mechanical malfunctions or other problems as required.

Physical Requirements:

1. Ability to lift up to 90 pounds.
2. Ability to push 30 pounds.
3. Ability to pull 67 pounds.
4. Ability to carry 62 pounds.
5. Physical dexterity in limbs and digits to operate equipment.
6. Ability to sit for extended periods of time.
7. Ability to ascend and descend steps.

8. Ability to see and read, with or without vision aids.
9. Ability to hear and understand speech at normal levels.
10. Ability to communicate so others will clearly understand normal conversation.
11. Ability to bend and twist, kneel and stoop.

Note: This list of essential functions and of physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job.

Supervision:

Under the direction of the Grounds Lead and the general supervision of the Director of Maintenance and Operations.

Approved 6/28/18