

Coast Unified School District

Title: Maintenance/Reserve Bus Driver

Salary Range: 14

Job Summary: Under the general supervision of the Supervisor of Maintenance and Operations in coordination with the Site Administrator to perform skilled maintenance work in several trade areas and at the journeyman level in one trade; to perform routine maintenance and 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. Journeyman status within one trade specialty.
2. Experience or training in repair and maintenance in several areas.
3. Valid California Class A or Class B operator's license;
4. Valid California School Bus Driver's Certificate
5. Valid medical certificate
6. Valid first aid card or certificate of completion of California Highway Patrol First Aid Examination.
7. Knowledge of safe driving practices
8. Knowledge of provisions of the California Motor Vehicle Code Passenger Transportation Safety Handbook.
9. Ability to maintain order among riders on a school bus.
10. Understand and carry out oral written directions
11. Pass physical examination requirements as required
12. High school graduate or equivalent

Desirable:

1. Bus Driving experience
2. Bilingual in Spanish

Essential Functions:

Plan jobs; order materials needed; keep required records and make reports; care for tools of the trade; service fans, compressors, pumps, and motors by oiling, greasing, packing, and cleaning as required; diagnose operating difficulties and make adjustments and repairs as necessary; inspect and adjust ventilating systems to ensure proper heat and air flow; inspect boiler controls, valves, switches, and water levels, and fire steam boilers; make electrical repairs such as replacing fuses, fixtures, socket drop cords, switches; tape exposed wiring; service and repair audio-visual equipment, recording equipment,

television sets, clock systems, and fire alarm systems; make emergency repairs and adjustments to plumbing equipment and apparatus in school buildings, such as replacing broken pipe, cleaning clogged drains, flushing sewer lines, and replacing faucets, washers, gaskets, and radiator valves; maintain and make repairs to furniture, cabinets, and other equipment; scrape, sand, fill, or in other manner prepare surfaces for painting or repainting; apply finishes to various surfaces, such as wood, metal, glass, plaster, stucco, wallboard, brick, and cement; install window glass, make lock repairs; use hand and power tools, and other equipment; patch roofing leaks and seam cracks; inspect, repair, fabricate, install, service, and maintain equipment and buildings of the districts in the specialty for which qualified; may operate a light truck incidental to performance of work; as assigned, work cooperatively with grounds and custodial personnel on school equipment repair; works as part of a crew during school recess or special occasions as directed; assist custodian and grounds staff as directed; perform grounds or custodial work at a smaller school independent of grounds or custodial personnel 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 sit for extended periods of time.
2. Ability to ascend and descend steps.
3. Ability to see and read, with or without vision aids.
4. Ability to hear and understand speech at normal levels.
5. Ability to communicate so others will clearly understand normal conversation.
6. Ability to bend and twist, kneel and stoop.
7. Ability to lift, carry, push and/or pull up to 40 pounds on a regular basis.
8. In an emergency, must be able to perform evacuation of students from bus.
9. Ability to reach in all directions.
10. Ability to lift up to 100lbs.

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 direct supervision of the Superintendent or designee.

Approved: 6/28/2018