

# COAST UNIFIED SCHOOL DISTRICT

## JOB DESCRIPTION

### TITLE BUS DRIVER / DRIVER TRAINER / MECHANIC

#### DEFINITION

Under the general supervision of Director of Transportation to operate a school bus in transporting children to and from school, to train bus drivers and monitor driver qualifications and performance, and to repair and service school buses and other automotive equipment, vehicles and do related work as required.

#### DUTIES AND RESPONSIBILITIES

Drive a school bus daily over prescribed routes and in accordance with a time schedule; pick up and deliver school children, escort children across streets when required; transport pupils and teachers on educational field trips when required; conduct a daily safety check of assigned bus; clean interior of assigned bus; prepare daily bus report; report mechanical defects promptly; attend special bus driver's conferences and workshops as directed.

Train all prospective bus drivers as well as those currently employed by the school district; carry out a complete bus driver training program that requires the keeping of records and instruction; direct and instruct all drivers in all phases of bus operation and safety equipment on buses; keep the drivers aware of first aid practices, and periodically inspect buses for first aid supply requirements; demonstrate and teach proper driver techniques, safety practices and other training necessary for certification requirements to become a bus driver as well as driver renewal certificates; minimum of four rides per year with bus drivers to observe driving techniques and safety habits; minimum of two inspections a year of all bus routes and stops, make reports regarding any safety hazards; maintain records of all drivers' certification and license due dates and conduct group in-service training programs; keep abreast of all state and highway laws, rules and regulations; periodically meet with Highway Patrol to discuss any transportation problems that relate to drivers, student safety and equipment; may assist the Director of Transportation in formulating bus routes and scheduling bus drivers; perform the additional duty as a bus driver.

Wash, clean and lubricate vehicles and other mechanical equipment; fuel and service vehicles; keep service and lube records; perform preventative maintenance and minor repairs such as replacing mufflers, adjusting and relining brakes, and doing minor tune-ups; repair upholstery and broken windows; touch up minor scrapes and dents; repair small gasoline motors, diesel and gasoline engines; replace brake shoes, repair clutches, differentials; replace tires and wheels; repair, service and maintain district automobiles, maintenance and grounds vehicles and internal combustion driven

equipment; repair and service shop equipment; operate steam cleaner; keep shop neat and clean; maintain parts inventory; order all fuel in a timely manner; perform all related duties as required.

Bus Driver/Driver Trainer/Mechanic (continued)

## QUALIFICATIONS

Experience as an automotive mechanic; at least one year recent bus driving experience, transporting students to and from school. Knowledge of safe driving practices and first aid practices. Knowledge of California Motor Vehicle and Education Codes' sections relevant to transporting school children. Demonstrated knowledge of and ability to use tools, materials and methods used in the maintenance, adjustment, servicing, and repair of automotive and maintenance equipment; ability to plan the work of others and maintain preventive records; ability to locate and diagnose mechanical defects in equipment; ability to estimate the scope of work assignments and perform skillfully a wide variety of maintenance and repair activities; ability to prepare reports and keep records; ability to estimate quantities and types of materials needed; ability to exercise good judgment and work effectively in the absence of supervision; ability to provide required in-service training as needed.

Ability to do strenuous physical work; ability to be adaptable to changing situations; ability to carry out oral and written instructions; ability to read, write, and compute at the level required by the position; ability to work independently; ability to skillfully and safely operate and care for particular kinds of equipment assigned; ability to establish and maintain effective working relationships with staff members, parents, and students.

## REQUIRED LICENSES/CERTIFICATES

- (1) Valid California Class III Operator's License
- (2) Valid California Bus Driver Certificate which includes first aid certificate and medical certificate
- (3) Valid California School Bus Driver Instructor Certificate

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