

## JOB DESCRIPTION

**JOB TITLE:** Vehicle Maintenance Helper / Bus Driver

**REPORTS TO:** Bus Maintenance Supervisor

**DEPARTMENT:** Transportation

**I. NATURE AND SCOPE OF JOB:**

To represent Carbon County School District One and the Transportation Department and assume responsibility for safe transporting of students and adults to and from school, activities, and all related functions. Performs identified bus maintenance and cleaning tasks in a timely and responsible manner.

**II. JOB FUNCTIONS:**

**A. Essential Functions:**

1. Transporting students in a safe and courteous manner.
2. Provide continual support for the school district Mission Statement through daily contact with students.
3. Maintain and follow State of Wyoming requirements for a CDL License with passenger endorsements.
4. Maintain insurability according to the school district's insurance requirements.
5. Maintain criteria for Department of Transportation's driver physical.
6. Uses positive verbal and non-verbal communication and interaction skills at all times when working with students, parents, and all district personnel.
7. Maintain student discipline on bus utilizing district student discipline procedures.
8. Maintain confidentiality of all information concerning students, staff, or parent/guardians in any public setting and choose the appropriate time, place, and supervisor to discuss problems.
9. Have a knowledge of and ability to work comfortably with vehicle maintenance.
10. Demonstrate ability to follow detailed, written instructions with ability to accurately record and report information in writing or orally.
11. Ability and willingness to work flexible hours.
12. Climb inside of, on top of, and under assigned vehicles.
13. Complete preventative maintenance tasks as determined and defined.
14. Assist vehicle and building mechanics as assigned.
15. Degrease all vehicles for summer maintenance.
16. Clean interior and exterior of all transportation department vehicles.
17. Fuel vehicles, repair and mount tires as needed.

**A. Essential Functions continued:**

18. Conduct pre-trip inspections as specified.
19. Follow assigned schedule and itineraries while on trips.
20. Exercise responsible leadership when on out-of-district activity trips.

**B. Other Functions:**

1. Complete paperwork tasks and requirements within time parameters established.
2. Attend and participate in staff development opportunities as per State of Wyoming requirements (6 hours per year).
3. Make self available on varied schedule for "snow days".
4. Utilize proper OSHA procedures necessary when handling body fluids.
5. Transport only authorized students and release students only at authorized bus stops.
6. Notify district personnel in case of mechanical failure or route lateness.
7. Obey all traffic laws.
8. Drive out-of-town trips during the week and on weekends, drive field trips and substitute on routes as needed.
9. Substitute on Food Truck as needed.
10. Willingness to work flexible hours.
11. Ability to work cooperatively with others.
12. Assume responsibility for working with district personnel in instructing drivers in district procedures as well as testing for CDL.
13. Perform any other duties as assigned.

**III.**

**JOB QUALIFICATIONS:**

**IV.**

**A. Knowledge, skills, and Mental Ability:**

1. Ability to remain calm and composed in stressful situations.
2. Must know and apply Wyoming rules and laws of the road.
3. Ability to recognize mechanical problems that would require stopping of bus to prevent damage or potential accident while driving.
4. Read gauges on dash of bus and recognize indicators of problems.
5. Ability to follow and successfully complete both written and oral directions.
6. Possess sound emotional judgment.
7. Trainable in mechanic duties, preventative maintenance and lubes.
8. Ability to work with people of various personality types.

**B. Education, License, Certification or Formal Training:**

1. Must have a High School Diploma or equivalent.
2. Appropriate CDL License with **"P"** endorsement.
- 3.