

**Position:** Bus Driver/Utility Specialist

**Department:** Transportation

**Reports To:** Director of Maintenance, Operations and Transportation      **Pay Grade:** 15

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### **SUMMARY**

Bus Drivers operate a school bus over designated routes for the purpose of transporting students to and from school and on field trips. The Utility Specialist portion of this position performs skilled building maintenance and grounds related work.

### **NATURE AND SCOPE**

Work is performed under the direction of the Director of Maintenance, Operations and Transportation. This position requires the performance of manual and routine tasks that are governed by established or known procedures and regulations. This position requires some independent judgment when applying specific instructions and established methods to well-defined situations. The driver has immediate access to assistance from the Director or other qualified staff by means of either two-way radio communications or cellular telephone. The driver needs to exercise patience and leadership skills to maintain order and safety of students both on the bus and at the bus stops, and to interact with parents. The majority of daily routes provide service to special-needs students (special education). A sensitivity to the needs of these students is essential.

### **DISTINGUISHING CHARACTERISTICS**

This classification is designed to recognize a bus driver as a self-starter with special skills and the ability to apply them to recurring work situations. These skills include, but are not limited to, scheduling, routing and vehicle maintenance.

### **ESSENTIAL TYPES OF DUTIES (Examples)**

- Drives special use buses (special education) daily over designated routes in accordance with time schedules, picking up and discharging students. May drive standard bus on field trips. Driving will take place in all types of weather conditions.
- Escorts students across streets and roadways when necessary, stopping traffic if needed.
- Inspects buses prior to operation daily for safety purposes. Cleans windshields and headlights. Cleans interior and exterior of buses as needed, services all fluid levels and fuels the bus. Sweeping and mopping floors, wiping and cleaning upholstery, clean all work areas
- Wash Buses
- Work independently performing Grounds-Maintenance work for the District and the Department under the direction of the Grounds/Maintenance III and/or the Director of MOT performing journey level repairs on all Bus Driver/Utility Specialist

District facilities. These repairs consist of (but not limited to) carpentry, plumbing, HVAC systems, masonry, painting, flooring, and ceilings. Helps to maintain the grounds throughout the District.

- Assist Grounds Maintenance Team during winter break, summer break and spring breaks as well as when not driving bus or delivering Pony Mail during the school year.
- Deliver and pick up pony (inter-office mail) including the County Office of Education
- Assists the Grounds Maintenance/School Bus Driver/Mechanic with the general maintenance on the maintenance vehicles (to include, but not limited to) tire changing, minor tune-up (plugs, filters, belts, brake pads, hoses, exterior/interior light bulbs, valve adjustments and accessories.)
- Maintains appropriate behavior among students on buses and while the bus is parked at bus stops. Follows District policies regarding the student control and contact with parents and the public.
- Attends scheduled safety meetings and safety programs. May perform first aid or emergency assistance.
- Remains current on all equipment related to special education transportation needs (i.e. wheelchair lifts, special harnesses and restraints).
- Performs related duties and responsibilities as required to accomplish the objectives of the position

## **QUALIFICATIONS**

**Knowledge and Skills:** Requires a thorough knowledge and understanding of safe bus driving practices. Requires a thorough understanding of bus operation and safety sufficient to recognize problems and take appropriate action. Must have a thorough understanding of State laws, rules, regulations and Education Code sections pertaining to school bus operations and pupil transportation. Must know and understand how to apply first aid practices. Requires good communication skills. A keen sensitivity to the needs of special education students.

**Abilities:** Requires the ability to perform all of the duties of the position with minimal supervision. Must be able to drive a school bus safely and efficiently while keeping to well established schedules. Requires the ability to maintain order among students, both while driving and at bus stops. Must be able to recognize malfunctions in equipment and take appropriate action. Requires the ability to maintain the assigned vehicle in clean and safe operating condition. Must administer first aid to ill or injured students. Must learn designated bus routes, including stops and traffic hazards. Must be able to perform routine, repetitive tasks on a continuous basis and to sit for prolonged periods of time. Requires the ability to maintain required records. Requires the ability to communicate with students, staff, parents and the public using patience and courtesy, and in a manner that reflects positively on the District.

**Physical Abilities:** Requires arm-hand and leg-foot dexterity to drive a bus. Requires visual acuity including depth perception, vision sufficient to read printed materials. Requires the ability to sit for extended periods of time. Requires hearing sufficient to be aware of traffic and road distractions/conditions and to listen to children; hearing and speech sufficient to conduct normal in-person and telephone conversations; mobility sufficient to efficiently perform the duties of the position. Requires the ability to lift passenger ambulatory aids such as wheelchairs and platforms. Should be able to lift 50 lbs. (Consideration may be given to reasonable accommodation for above.)

**Education and/or Experience:** High School diploma or the equivalent. Ability to read and write sufficiently to perform all of the duties of the position including understanding applicable laws, regulations and codes required. Successful completion of 20 hours of classroom instruction related to skills and safety requirements for driving a school bus and successful completion of 20 hours of instruction behind the wheel of a school bus required.

**Licenses and Certificates:** Requires valid Commercial Driver's License, medical examination card, valid California Special Driver Certificate endorsements for school bus drivers and First Aid Certificate.

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