

Position: **Grounds-Maintenance / School Bus Driver / Mechanic**

Department: **Maintenance / Transportation**

Reports To: **Director of MOT** **Pay Grade: 17**

SUMMARY

The Grounds-Maintenance / School Bus Driver / Mechanic operates a school bus over designated routes for the purpose of transporting students to and from school and on field trips. This position also performs skilled building maintenance and grounds related work as well as advanced mechanical repairs on all District vehicles.

NATURE AND SCOPE

Work is performed under the general direction of the Director of MOT. This position requires the performance of manual and routine tasks that are governed by established or known procedures and regulations. This position requires independent judgment when applying specific instructions and established methods to well-defined situations. The Grounds-Maintenance / School Bus Driver / Mechanic has immediate access to assistance from the Director of MOT or other qualified staff by means of either two-way radio communications or cellular telephone. This position 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 as well as outside vendors, contractors and the California Highway Patrol.

DISTINGUISHING CHARACTERISTICS

This classification is designed to recognize a Grounds-Maintenance / School Bus Driver / Mechanic 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, journey level building and grounds maintenance, school bus driving and vehicle maintenance.

ESSENTIAL TYPES OF DUTIES (Examples)

- The Grounds-Maintenance portion of this position is expected to work independently under the direction of either the Grounds / Maintenance III or the Director of MOT, performing journey level repairs on all District facilities. These repairs consist of (but not limited to) carpentry, plumbing, HVAC systems, masonry, painting, welding, roofing, flooring, ceilings and electrical systems.
- The employee is expected to be able to deal with outside vendors and contractors. This includes (but not limited to) scheduling, coordinating and purchasing equipment and services under the direction of the Grounds / Maintenance III or Director of MOT.
- Drives special needs buses daily over designated routes in accordance with time schedules, picking up and discharging students. Drive's standard bus on field trips. May perform first aid or emergency assistance.
- Escorts students across streets and roadways when necessary, stopping traffic if needed. Maintains appropriate behavior among students on school buses while the bus is parked or moving. Follows District policies regarding student behavior and when in contact with parents and the public.

- Inspects buses prior to operation daily for safety purposes. Cleans windshields and headlights. Cleans interior and exterior of buses as needed, including but not limited to, picking up debris, sweeping and mopping floors, wiping and cleaning upholstery. Services all fluid levels and fuels the bus.
- Perform general and specialized maintenance on the vehicles (to include, but not limited to) tire changing, minor tune-up (plugs, filters, belts, brake pads, air brake systems, hoses, exterior/interior light bulbs, valve adjustments and accessories), axle bearings and seals, water pumps, fuel systems, electrical systems and the repair and servicing of wheelchair lifts. When maintenance or repairs require more, this position oversees the outside agency that is contracted to complete the task/tasks. Keeps accurate records of all regular and preventative maintenance on the vehicles, 45 day inspections and annual inspections. Works in conjunction with the California Highway Patrol on their annual inspections.
- Performs related duties and responsibilities as required to accomplish the objectives of the position

QUALIFICATIONS

Knowledge and Skills: This position is multi faceted and requires a broad range of knowledge and skills. The employee must be familiar with hand tools, power tools and best practices dealing with construction and building maintenance. 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. An advance knowledge of vehicle maintenance and repairs is needed as well as proper usage of mechanics tools and procedures. Must know and understand how to apply first aid practices. Requires good communication skills.

Abilities: Requires the ability to perform all of the duties of the position with minimal supervision. The Grounds-Maintenance / School Bus Driver / Mechanic position requires the ability to plan and schedule in all aspects of the job. 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 use hand and power tools as well as drive a school bus. Requires visual acuity including depth perception. Requires the ability to sit, stand, stoop and bend for extended periods of time. Requires hearing sufficient to be aware of traffic and road distractions/conditions and to listen to children. Requires the ability to lift passenger ambulatory aids such as wheelchairs and platforms. Have the ability to lift up to 90 pounds.

Education and/or Experience: High School diploma or the equivalent, plus specialized, or on the job training in at least two skilled building trades for two years. 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. Two years of on the job training as a vehicle mechanic. Completion of Department of Transportation (DOT) Brake Inspector Training.

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

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Board Approved: 5/26/21