



## LOMPEC UNIFIED SCHOOL DISTRICT

### SCHOOL BUS DRIVER/MECHANIC

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#### **JOB SUMMARY:**

Under the direction of the Manager of Transportation Services, provide semiskilled mechanic service to identify repair and replacement needs; perform repairs and preventive maintenance; ensure completion of projects in accordance with trade standards; provide information on the proper uses of equipment; assist other mechanics and ensure that tools and materials are available at job site.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Perform skilled mechanical work in the inspection, diagnosis, repair and maintenance of school buses and various large and small gas and diesel-fueled vehicles and equipment; perform vehicle and equipment inspections and preventive maintenance according to established guidelines and procedures.
- Attend unit in-service and safety meetings; convey and gather information required to perform job functions.
- Drive a school bus along designated routes; pick up and discharge students in accordance with established timelines; observe legal and defensive driving practices; ensure compliance with applicable traffic and student transportation laws, codes and regulations.
- Inspect, maintain and repair air and hydraulic brake systems; reline brakes as needed; adjust and replace brake shoes, pads and linings; turn drums and rotors; replace cylinders; perform motor and engine inspections, maintenance and repairs; perform minor and major tune-ups.
- Repair and adjust clutches, pumps, carburetors, universal joints, generators, gears and valves; remove and replace components such as batteries, alternators, starters, hoses, belts, bearings, spark plugs and a variety of other parts as needed.
- Maintain order and discipline among passengers on the bus and while waiting at bus stops; report behavior issues to appropriate staff; ensure student understanding of bus rules; assist students with crossing the street as needed.
- Service vehicles with fuel, oil, grease, water and hydraulic fluids; ensure proper fluid levels; lubricate gearboxes; drain and refill crankcases; replace fuses; check and replenish air levels of tires; replace tires; repair upholstery and replace windows as needed.
- Perform scheduled preventive maintenance safety checks and inspections; ensure compliance with California Highway Patrol school bus maintenance regulations, State smog standards and other requirements; arrange for smog tests; conduct required daily safety inspections of buses.
- Estimate labor, material and equipment needed for assigned projects; monitor inventory levels of materials and equipment; order, receive and maintain inventory of materials and equipment as needed.
- Wash and clean interior and exterior of vehicles utilizing a variety of cleaning methods as required; maintain shop area, equipment and tools in a safe, clean and orderly condition; perform minor bodywork including front ends, fenders, upholstery; maintain the appearance and safe operation of the vehicles.
- Communicate with personnel and various outside agencies to exchange information and resolve issues or concerns.
- Prepare written materials including repair and maintenance logs; document activities; provide written reference and meet mandated requirements; maintain various records related to vehicle maintenance and repairs, bus schedules, student rosters, inspections and assigned activities.
- Clean assigned vehicles, both interior and exterior; maintain appearance, sanitation and safety of vehicle; fabricate parts; provide items necessary for repairs.

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- Perform routine vehicle maintenance program including oil change, brakes, tire rotation, lights, PMI safety inspection; maintain vehicles in a safe operating condition; meet mandated requirements; inspect assigned vehicles including brake system, oil levels, coolant, tire pressure, wiper blades, fan belts, exterior and interior condition; ensure that the vehicle is in a safe operating condition; repair seats and windows.
- Respond to road calls regarding disabled vehicles; perform emergency repair work in the field; drive a vehicle to conduct work.

**OTHER DUTIES:**

- Perform related duties as assigned.
- Attend assigned training and safety meetings.

**REQUIRED QUALIFICATIONS:**

Education and Experience:

Any combination equivalent to: graduation from high school and one-year experience in the mechanical repair of automotive equipment.

Licenses and other Requirements

- Drug and Alcohol testing.
- Pre-employment Physical Exam.
- Valid California Class "B" Driver's License with "P" and "S" endorsement.
- Brake Certificate.
- California Bus Driver Certificate.
- Blood Born Pathogens, Fire Extinguisher, First Aid and CPR Certificates.
- Criminal Justice Fingerprint/Background Clearance.
- TB Clearance.

Knowledge of:

- Techniques, practices, theories and procedures of small and large gas and diesel-fueled vehicle and equipment maintenance and repair.
- Methods, equipment, tools and materials used in the repair and maintenance of vehicles and equipment.
- Diagnostic procedures for vehicles and equipment.
- Safe and defensive driving practices.
- Proper operation of school buses.
- Applicable traffic and student transportation laws, codes and regulations.
- Preventative maintenance practices.
- Shop math applicable to vehicle maintenance.
- Technical aspects of field of specialty.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Record-keeping techniques.
- Health and safety regulations.
- Proper lifting techniques.

Ability to:

- Perform skilled mechanical work in the inspection, diagnosis, repair and maintenance of school buses and various large and small gas and diesel-fueled vehicles and equipment.
- Drive a school bus to transport students to assigned locations along designated routes.

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- Make adjustments, perform tune-ups and maintain vehicle parts, systems and equipment.
- Adjust, repair and maintain air and hydraulic brake systems.
- Diagnose and repair mechanical and electrical malfunctions.
- Perform required inspections, preventive maintenance and servicing of buses and other vehicles.
- Learn, interpret and apply CHP and other requirements for maintenance of District vehicles.
- Read and work from diagrams, sketches, schematics, technical manuals and specifications.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Interpret and apply applicable laws, codes and regulations.
- Observe legal and defensive driving practices.
- Estimate material and supply needs.
- Operate a variety of hand and power tools.
- Maintain a variety of records related to work performed.
- Observe health and safety regulations.

### **WORKING CONDITIONS:**

#### Work Environment:

- Indoor, outdoor and school bus environment.
- Driving a vehicle to conduct work.
- Exposure to fumes, dust, odors and oil/grease.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Dexterity of hands and fingers to operate a variety of equipment.
- Seeing to perform inspections and repairs.
- Hearing and speaking to exchange information.
- Lifting, carrying, pushing or pulling heavy objects as assigned by the position.
- Sitting or standing for extended periods of time.
- Bending at the waist, kneeling or crouching.
- Reaching overhead, above the shoulders and horizontally.
- Climbing ladders.
- Generally, the job requires 25% sitting, 10% walking and 65% standing.

#### Hazards:

- Exposure to chemical fumes and vapors such as gasoline and diesel fuel.
- Working in a cramped or restrictive work chamber.
- Working around and with machinery having moving parts.
- Working from heights.
- Traffic hazards.
- Driving a vehicle during adverse weather conditions.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

**FLSA Status:** Non-Exempt

**Approval Date:** February 14, 2023

**Personnel Commission First Reading:** November 17, 2022

**Personnel Commission Approval:** November 17, 2022

**Salary Range:** 38