

Job Description

Title: Automotive and School Bus Assistant Mechanic / Bus Driver

Range: 19

Description:

Under the direction of the Director of Maintenance, Operations, and Transportation will assist the mechanic in maintaining a system for the mandatory maintenance of all district vehicles, small equipment and school buses in accordance with manufacturers, D.M.V., and the California Highway Patrol (CHP) requirements. Will also operate a school bus in transporting students to and from school, field trips, sporting events, or who otherwise require special help.

Duties and Responsibilities: (May include, but not limited to the following)

Will assist the mechanic with all repairs of vehicles, buses, and small equipment. Will assist in determining the needed parts, manuals, materials, supplies needed to maintain district vehicles. Assist in scheduling district vehicles, equipment and school buses for regular service, i.e. 45 day 3,000 mile bus inspections mandated by the CHP, oil changes, replace brake pads, etc.. Assist the mechanic in conducting daily safety checks of buses; clean interior of buses; prepare daily bus report; report mechanical defects promptly; attend special bus driver's conferences and workshops as directed.

Drive a school bus as needed over prescribed routes and in accordance with a time schedule; pick up and deliver school children and escort pupils across streets when required; transport pupils and teachers on educational field trips when required; conduct a daily safety inspection (pre-trip inspection) 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.

Qualifications:

Required:

1. Valid California Class A or Class B Commercial Driver License with "P" and "S" endorsements within in one year of hire date
2. Valid California School Bus Driver's Certificate with no restrictions within one year of hire date
3. Valid medical certificate prior to licensing

4. Valid first aid card or successful completion of the California Highway Patrol First Aid Examination during licensing
5. Knowledge of safe driving practices and first aid practices
6. Ability to maintain order among riders on a school bus
7. Pass physical examination
8. High school graduate or equivalent
9. Understand and carry out oral and written directions
10. Ability to communicate effectively with drivers, school site personnel, supervisors and administrators
11. Ability to work with others
12. Ability to prepare reports and maintain records
13. Ability to exercise good judgment and work effectively in the absence of supervision
14. Ability to keep matters confidential
15. Drug and alcohol testing clearance
16. Department of Justice fingerprint clearance
17. TB Clearance

Desirable:

1. California school bus driver experience
2. One or more years' experience servicing and repairing vehicles
3. Diesel engine repair experience
4. Mechanical knowledge experience

Board Adopted: _____