

CLASS SPECIFICATION

BUS DRIVER/UTILITY WORKER

DEFINITION

Under the direction of the Director, Maintenance/Operations, Transportation, and Technology (MOTT), drives a school bus or other transportation vehicle safely; transports students and adults; picks up and delivers food, equipment, materials, and supplies; performs general custodial work; assists other MOTT staff; and does other related work as assigned.

REPRESENTATIVE DUTIES

The duties listed below are intended only to illustrate the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to this class.

- Follow Board Policies, Administrative Regulations, and Standard Operating Procedures and explain to educational partners as needed
- Maintain a high degree of confidentiality regarding all aspects of the Cypress School District
- Exercise appropriate judgment and discretion, requesting assistance when needed
- Act as district liaison with all educational partners, communicating pertinent information using a variety of communication modes
- Perform bus pre-trip inspection before driving; report any mechanical defects; refuel and maintain in a safe, clean, sanitary, and orderly condition; and inspect and operate emergency equipment as needed
- Prepare and maintain detailed records including mileage, fuel consumption, loads, routes, safety/vehicle inspection, and incident reports
- Drive designated routes according to established time schedules; drive additional routes as required; transport students, staff, and adult chaperones for daily school routes and trips; stop traffic when needed to escort students safely across streets; provide care and assistance, as appropriate, for students with special needs; conduct required passenger safety instructions and drills; and administer first aid to passengers as required
- Supervise the conduct of students and maintain discipline on the bus; interact thoughtfully and courteously with students, staff, and parents; and resolve conflict in a professional manner
- Perform emergency clean-up resulting from breakage, vandalism, spills, or illness; remove gum and graffiti; follow district procedures for safely cleaning up bodily fluids
- Utilize two-way radio for communications
- Work overtime in transportation emergency situations
- Working with various district staff, pick up and deliver food, equipment, materials, supplies, and mail
- Clean district vehicles
- Assist in warehouse/delivery duties of receiving, loading, delivering, and inventory of warehouse goods, food products, and buy-out items
- Perform general custodial work, including raising/lowering flags and securing access, at any district property
- Move, arrange, and set up furniture and equipment

- May assist grounds, maintenance, and technology staff; tasks may require the use of power equipment

QUALIFICATIONS

To perform this job successfully, an individual must possess:

Knowledge of:

- First aid techniques
- Interpersonal skills using tact, patience, and courtesy
- Correct English usage, spelling, grammar, and punctuation
- Intermediate computer and technology skills
- Microsoft Office Suite, Google Suite
- Principles, methods, practices, and techniques of pupil transportation
- Safe driving methods, practices, and procedures
- Provisions of the Highway Patrol Handbook, California Vehicle Code, and the Education Code applicable to the operation of pupil transportation vehicles

Ability to:

- Operate a school bus and other automotive equipment, observing legal and defensive driving practices
- Learn and drive designated routes according to established time schedules, picking up and discharging students
- Prioritize and use good judgment related to emergency and safety matters
- Maintain order and discipline among students while driving a school bus
- Maintain vehicles in a clean and safe operating condition
- Recognize equipment malfunctions and take appropriate action
- Maintain routine physical and computerized records
- Establish and maintain cooperative working relationships with educational partners
- Understand, carry out, and give oral and written directions in English
- Plan, prioritize, and coordinate multiple tasks to meet timelines
- Administer appropriate care and physically assist students with a variety of needs
- Pass mandatory drug and alcohol screening tests
- Maintain regular attendance and punctuality
- Operate a pallet jack and hand truck

Education and Experience:

- Graduation from high school or equivalent
- One year of experience operating a school bus is desirable

License and Certification:

- Must hold and maintain a:
 - Valid, appropriate California Driver's License (currently being a Class A or B with P [passenger] and S [school bus] endorsements)
 - California Special Driver's Certificate for Type 1 school buses
 - Current Medical Examiner's Certificate

- Current First Aid Certificate issued by the American Red Cross is required if the first aid test given by the California Highway Patrol was waived (listed as restriction “6” on the Special Driver’s Certificate)
- Must qualify for a valid Level I Forklift Certificate prior to the conclusion of the probationary period

PHYSICAL DEMANDS AND WORKING CONDITIONS

While performing duties of this position, employees may be subject to interruption and are in direct contact with the public, students, and employees. Negative interactions resulting from these contacts can result in stressful situations.

Positions in this classification may require working split shifts and/or extended hour/day assignments. This position requires the employee to render physical assistance to disabled passengers and safely lift, carry, or push 50 pounds and up to 75 pounds with assistance. This position requires the employee to utilize a hand truck or pallet jack to push or pull loads up to 3,000 pounds. The employee may frequently sit, climb stairs, maintain balance, stoop, bend, kneel, and reach overhead; use both hands and legs simultaneously; repetitively twist and exert pressure with wrists and hands; be required to speak clearly and hear normal voice conversation. The employee is required to have depth perception and color vision; see small details and long distances; drive a vehicle; work inside and outside; and work in an environment with loud noises and vibrations. The employee will occasionally be exposed to fumes, gases, chemicals, odors, machinery with moving parts, and moving vehicles. The employee may be exposed to minor, occasionally severe, contagious diseases, blood pathogens, and/or body fluids. The employee will often respond to tight deadlines.

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