

CENTRAL UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

Position: Vehicle Serviceperson

Classification: Classified

Reports to: Site Administrator

FLSA: Non-Exempt

Range: Classified Salary Schedule

EDUCATION AND EXPERIENCE

Experience:

One year paid experience in general repair and maintenance of vehicles.

Education:

High school diploma or equivalent.

Certificate/License Requirement:

Possession of a valid Class I or Class II, California Motor Vehicle Operator's License; possession of a School Bus Driver's Certificate issued by the California Highway Patrol; possession of a Medical Examiner's Certificate (DMV No. DL5 1A).

Condition of Employment:

Insurability by the District liability insurance carrier.

SUMMARY

Under the supervision of the District Transportation Manager and Transportation Shop Foreman, performs general and semi-skilled vehicle maintenance and operates a school bus to transport students on designated routes and time schedules.

SPECIFIC RESPONSIBILITIES

1. Services and maintains automotive vehicles in good repair including making minor adjustments and repairs and checking batteries, tire air pressure, fuel and oil levels, refueling and steam cleaning;
2. Changes and repairs tires.
3. Touch up paints, washes, sweeps, cleans, waxes and refuels buses and other automotive transportation equipment maintaining them in a clean orderly condition.
4. Inspects (as required) the bus or other transportation vehicle for mechanical conditions affecting safety or operation and reports defects or malfunctions.
5. Drives a school bus or other transportation vehicle on an assigned route and time schedule and/or on special trips in conformity with District policies and rules and regulations stipulated by the California Highway Patrol and State Department of Education.
6. Transports students to and from school and students and adults on authorized trips.
7. Completes the daily record of transportation functions, including students transported, mileage, type of trip, standby time and completes other reports when required.
8. Adheres to policies and procedures regarding student behavior management and public contact concerning transportation problems and concerns.
9. Maintains student order on bus and reports discipline problems to the designated authority.

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10. May transport children with special learning needs.
11. Aids and/or lifts handicapped students on/off the bus.
12. Renders first aid when necessary.
13. Stops traffic and escorts children across streets, when necessary.
14. Conducts bus inspections and reports damage or needed maintenance.
15. Maintains a well kept work area.
16. Performs other related duties as assigned.

SPECIFIC QUALIFICATIONS

Should possess personal characteristics generally recognized as essential for good public employees including integrity, initiative, dependability, courtesy, good judgment and the ability to work cooperatively with others.

Knowledge of:

- Safe driving practices and techniques
- basic first aid procedures and methods
- safety and maintenance requirements of bus and other pupil transportation equipment
- provisions of the California Motor Vehicle code and Title 13 applicable to the operation of vehicles in the transportation of school children
- uses and purposes of various hand tools for vehicle maintenance methods

Ability to:

- Use transportation vehicle repair tools effectively
- Drive a school bus and other transportation equipment safely and efficiently
- maintain appropriate student behavior on a school bus or other transportation equipment
- perform appropriately in situations requiring tact and diplomacy
- understand and carry out oral and written instructions
- establish and maintain cooperative working relationships

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