Farmersville
Unified School District

JOB DESCRIPTION
BUS DRIVER/UTILITY WORKER

DEFINITION:

To perform a variety of responsible utility functions related to maintenance, cleaning, delivery, and recordkeeping tasks in assigned departments/units. Performs all other essential job-related duties as assigned. Employees in this classification receive direct to general supervision within a framework of standard policies and procedures. This job class is responsible for providing maintenance, custodial, and related assistance to a variety of departments/units as assigned including warehouse, conference facility, and grounds. A Utility Worker/Bus Driver will operate and maintain school buses to transport students safely and efficiently to an assigned location using a designated route; perform regular safety inspections; prepare a variety of records and reports related to assigned activities. (Days-261) (Salary-Placement on the Classified Salary Schedule at a Range of 27, plus the related bus driver stipend)

ESSENTIAL DUTIES:

- Performs a variety of responsible maintenance cleaning and delivery duties as assigned.
- Pick up paper and debris, rakes, sweeps, and blows grounds and walkways.
- May assist in setting up conference room facility, picking up appropriate paperwork, determining user's equipment/furniture needs, setting up lighting, public address system, audio visual equipment, staging, chairs, tables, and other Conference Center furnishings.
- Performs custodial tasks including emptying trash receptacles, washing windows, cleaning restrooms, dusting and cleaning furniture.
- May assist with warehouse/storekeeping duties including receiving, recording, unpacking, sorting, and storing materials, equipment, and supplies, filling requisitions and preparing orders for delivery.
- Delivers warehouse materials/equipment/supplies and delivers/picks up mailroom parcels and materials as assigned.
- Performs general maintenance tasks as assigned including painting, nontechnical repairs, moving, arranging, setting up furniture and equipment, mows, edges, trims trees, at assigned sites. Keeps sprinklers and water lines in good repairs.
- Maintains routine files and records related to assigned duties and functions.
- Drive a school bus along a designated route; pick up and discharge students in accordance with time schedules; stop traffic and escort students across streets as necessary.
- Observe legal and defensive driving practices; assure compliance with applicable traffic and student transportation laws, codes, and regulations.
- Maintain order and discipline among passengers on the bus and while waiting at bus stops in accordance with District policies related to disciplining students; prepare related reports as necessary.

- Conduct required daily safety inspections of buses, inspecting the interior, exterior and engine of the vehicles; reporting mechanical malfunctions or other problems as required; preparing and maintain related records.
- Maintain buses in clean and safe operating condition; wash, sweep and clean buses; refuel vehicles as necessary.
- Transport students, faculty and parents on field trips or other events; meet scheduled departure and arrival times as assigned; prepare related logs and reports.
- Assist handicapped students to board, sit in and leave the bus safely; assist students in wheelchairs by loading and securing chairs before departure and assure students are safely fastened into their seats; utilize wheelchair lifts and tie-downs.
- Determine appropriate action in potential or real medical emergency situations according to established guidelines; administer first aid to passengers as needed.
- Maintain routine records related to assigned activities.
- Attend safety meetings and programs as assigned.

OTHER DUTIES:

- Performs all other essential job-related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:
High school diploma or equivalent; ability to read or write at the level required for successful job performance.

Any combination of training, education and experience which demonstrates an ability to perform the duties of the position. The typical qualifying entrance background is completion of informal training in general maintenance of buildings and grounds or a closely related field of experience.

Licenses, Certifications and other Requirements:
- Fingerprint clearance.
- Negative TB test results.
- Valid and appropriate California Driver's License.
- Valid and appropriate California Class B Driver's License with passenger endorsement. License must be valid at time of hire.
- Valid restricted or unrestricted California School Bus Driver Certificate
- Valid Medical Examination Certificate.
- Driving record which meets the District's insurance requirements.

Knowledge of:
- Basic cleaning methods, materials, tools and equipment.
- California Motor Vehicle Code; Education Codes applicable to operation of vehicles in the transportation of school children; safe school bus operations.
- Safe and defensive driving practices.
- Proper methods, materials, tools, and equipment used in general grounds work.
- Simple record keeping.
- Appropriate safety precautions and procedures.

Ability to:
- Understand and follow oral and written instructions.
- Learn basic warehouse/storekeeping procedures and practices.
- Maintain accurate records related to assigned duties.

- Meet the physical requirements necessary to safely and effectively perform required duties.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.
- Generally, the required knowledge and abilities will have been acquired during at least one year of related work experience in any of the areas specified within this job description.
- Drive a school bus safely and efficiently.
- Learn and apply District policies and procedures related to student discipline.
- Maintain a safe discipline level among passengers.
- Observe legal and defensive driving practices.
- Learn and follow designated routes.
- Maintain buses in clean and proper working condition.
- Conduct safety inspections and perform routine preventive maintenance.
- Administer first aid.
- Maintain routine records.
- Communicate effectively with others.
- Meet schedules and timelines.

WORKING CONDITIONS:

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Primarily outdoor work environment, subject to seasonal heat and cold weather conditions; subject to noise from equipment operations, regular exposure to fumes, dust, and odors, and driving a vehicle or bus to conduct work.

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.

- Seeing to operate equipment safely. Hearing and speaking to exchange information and/or instructions. Bending at the waist, climbing, lifting, and carrying items weighing up to 75 pounds, dexterity of hands and fingers to operate grounds maintenance hand and digging, and walking over rough or uneven surfaces. Seeing to observe needed and completed repairs.
- Drive a vehicle to conduct work.

Hazards:

- Exhaust vapors from power equipment, chemical vapors, dust, pollen, working at heights, and working around and with machinery having moving parts.
- 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.

CSEA Approved: May 23, 2005

Revised: December 2025

CSEA Approved: March 6, 2025

Board Approved: March 25, 2025

FLSA Status: Non-Exempt