

Sunnyvale School District
Position Title: Bus Driver/Maintenance Worker

Work days/month: 237 Days/ 11 months

Salary: Range 30 (<https://www.sesd.org/Page/719>)

Basic Functions:

- Under the direction of an assigned supervisor, 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; perform a variety of general maintenance duties.

Essential Duties & Responsibilities:

1. 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.
2. Observe legal and defensive driving practices; assure compliance with applicable traffic and student transportation laws, codes and regulations.
3. 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.
4. Conduct required safety inspections of buses, inspecting the interior, exterior and engine of the vehicles; report mechanical malfunctions or other problems as required; prepare and maintain related records.
5. Maintain buses in a clean and safe operating condition; wash, sweep and clean buses including deep cleaning; wax buses as assigned; refuel/recharge vehicles as necessary.
6. Transport students, faculty and parents on field trips or other events; meet scheduled departure and arrival times as assigned; prepare related logs and reports.
7. Assist students to board, sit in and leave the bus safely.
8. Determine appropriate action in potential or real medical emergency situations according to established guidelines; administer first aid to passengers as needed.
9. Utilize two-way radios for bus to bus and bus to base communications.
10. Perform a wide variety of general maintenance duties; assist other maintenance personnel in the maintenance and repair of buildings and facilities; deliver packages, supplies and equipment to various District sites as directed.
11. Maintain routine records related to assigned activities.
12. Work with summer cleaning team at various school sites.
13. Clean district vehicles as assigned.
14. Attend safety meetings and programs as assigned.
15. Maintain confidentiality and comply with governmental laws and regulations, as well as District policies and procedures.
16. Assure the safety of students by following health protocols and safety rules.
17. Perform other related duties as requested by the supervisor.

Knowledge:

1. Safe and defensive driving practices.
2. Proper operation of school buses.
3. Applicable traffic and student transportation laws, codes and regulations.
4. Health and safety regulations including basic first aid procedures.
5. Basic record-keeping and report preparation techniques.
6. Methods, equipment and materials used in general maintenance work.
7. Strong interpersonal and communication skills to foster positive relationships with students, staff, and community.
8. Basic computer skills including email and district applications.
9. Best practices for maintaining a positive and safe environment for passengers.

Abilities:

1. Drive a school bus safely and efficiently.
2. Observe legal and defensive driving practices.
3. Read and follow general maps/routes.
4. Administer first aid.
5. Maintain routine records.

6. Perform general maintenance and repair on District furniture, buildings, fixtures and facilities.
7. Operate tools and equipment used in general maintenance work.
8. Operate a two-way radio.
9. Observe health safety regulations.
10. Communicate professionally and clearly both verbally and in writing.
11. Work cooperatively with diverse staff, students, and community.
12. Follow verbal and written instructions with minimal supervision and use good judgment.
13. Organize and prioritize work to meet schedules and timelines within established policies and guidelines.
14. Operate a variety of office equipment, such as a computer, copier, two-way radio, or other equipment unique to office activities

Education and Experience:

1. Possess a high school diploma or equivalent.
2. One year of bus or truck driving experience and some experience performing general maintenance and construction work.

Required Licenses & Certificates:

1. Valid Class B driver's license with passenger and air brake endorsements.
2. Valid restricted or unrestricted California School Bus Driver Certificate.
3. Valid First Aid and CPR Certification issued by an authorized agency.
4. Valid Bus Driver medical card.
5. Fingerprint clearance from the Department of Justice.

Working Conditions:

1. Environment:

1. School bus and indoor/outdoor environment including community-based settings.
2. Seasonal heat and cold or adverse weather conditions.
3. Evening or variable hours.
4. Exposure to fumes, dust, odors and oil/grease.
5. Driving a vehicle to conduct work.
6. Constant interruptions.
7. Occasional interaction with emotional, dissatisfied, or demanding individuals.

2. Physical Requirements:

1. Sitting for extended periods of time while operating buses.
2. Bending at the waist, kneeling or crouching.
3. Climbing ladders or steps.
4. Reaching overhead, above the shoulders or horizontally
5. Visual acuity to read a variety of materials in both print and digital formats, perform custodial work, to monitor passengers and to operate a vehicle.
6. Auditory ability to exchange information.
7. Dexterity of hands and fingers to operate a computer keyboard, tablet, and other office equipment.
8. Lifting, carrying, pushing or pulling moderately heavy objects, up to 50 pounds.

3. Hazards:

1. Traffic hazards.
2. Driving a vehicle during adverse weather conditions.
3. Fumes from chemical cleansers and bus operation.
4. Working around and with machinery with moving parts.
5. Working at heights.
6. Challenging behaviors from students in states of dysregulation
7. Potential for contact with blood and other body fluids.

Terms of Employment:

- Salary and terms of employment are described in the Agreement between the Sunnyvale School District and the California School Employees Association (CSEA).

Evaluation:

- The performance of this job will be evaluated in accordance with the Agreement between the Sunnyvale School District and the California School Employees Association (CSEA).