

SIERRA UNIFIED SCHOOL DISTRICT
POSITION DESCRIPTION

CLASSIFIED

JOB TITLE: **BUS DRIVER I / UTILITY**

RESPONSIBLE TO: Transportation Bus Services & Facilities & Equipment Maintenance Supervisors

BUS DRIVER I

Performance Responsibilities:

To transport students to and from school, on field trips, and to/from other sites within designated route(s) and to ensure the safety of student passengers while riding in a school bus. Employees in this classification receive general supervision within a framework of standard policies and procedures. This job class is responsible for the safe operation of a school bus and for ensuring the safety of student passengers while meeting established bus schedules. This job class functions at a journey level of classification.

Representative Duties:

1. Drives a school bus or other transportation vehicle within a prescribed route(s) in accordance with time schedules; picking up and discharging students at designated stops;
2. Escorts students across streets as needed.
3. Transports students and teachers on field trips to various locations following routes as directed.
4. Maintains order and proper discipline of student passengers according to District policy; enforces bus riding rules.
5. Issues written bus citations to students regarding bus discipline problems.
6. Conducts safety and operational inspection of assigned bus or buses daily prior to starting route; reports needed mechanical repairs.
7. Services buses with fuel, water, and oil; checks and fills tires.
8. Performs periodic safety drills as required by law; completing necessary reports.
9. Maintains cleanliness of vehicle to ensure safe operating condition.
10. Attends various meetings regarding student discipline, safety, first aid, and training updates as required.

11. Maintains records concerning vehicle maintenance, miles driven, and number of children transported; prepares student conduct, incident and accident reports.
12. Adheres as closely as possible to established schedule of bus stop arrival and departure times.
13. Attends driver training programs to maintain current knowledge of California Motor Vehicle Code and Education Code as it applies to the operation of vehicles in the transportation of school children.
14. Performs related duties similar to the above in scope and function as required.

Minimum Qualifications Knowledge: safe driving practices; provisions of the California State Vehicle Code and Education Code applicable to the operations of vehicles transporting students; first aid practices; and routine record-keeping procedures.

Ability to: drive a school bus safely and efficiently; maintain order among students while driving a school bus; exercise tact, diplomacy, and good judgment in dealing with students; recognize malfunctions in equipment and take appropriate action; maintain assigned vehicle in a clean and safe operating condition; learn a designated bus route including stops and traffic hazards; maintain routine records; understand and follow oral and written directions; meet schedules and timelines; communicate effectively both orally and in written forms; read, interpret, and follow rules, regulations, policies, and procedures; observe legal and defensive driving practices; and establish and maintain effective work relationships with those contacted in the performance of required duties.

Physical Characteristics: ability to operate a Type I school bus; speak clearly; hear normal conversation; reach horizontally and vertically; lift heavy objects; sitting for extended periods of time, work in awkward body positions (bending, lying, stooping). Maintain a current medical certificate (DL51), at all times.

Education and Experience: any combination equivalent to sufficient experience, training, and/or education to demonstrate the knowledge's and abilities listed above.

Licenses and Other Requirements: a valid Type I School Bus Driver's Certificate authorizing to drive all Type I District owned school buses, and appropriate California Driver's License; a safe driving record sufficient for insurability.

UTILITY

Performance Responsibilities:

To perform general maintenance and repair work district buildings, equipment and grounds. Employees in this classification receive close supervision within a framework of standard policies and procedures. This job class exercises responsibility for the safe and efficient repair and servicing of District buildings and other District equipment.

Distinguishing Characteristics:

This job class performs the more general maintenance/repair functions and will usually assist in the completion of major assignments. This job class functions at an entry level of classification.

Representative Duties:

May use carpentry, plumbing, electrical, and welding tools to perform general maintenance work on school buildings and equipment; repairs and participates in minor construction of buildings and other structures; installs and repairs building fixtures, cabinets, furniture, electrical and plumbing systems.

May perform general grounds maintenance work; plants, cultivates, waters and sprays plants, shrubs, hedges, trees and flowers; fertilizes, waters and cares for lawns, using hand and power mower.

May assist mechanic in the minor repair and maintenance of buses and other motorized equipment; checks vehicle and fills with water, gasoline, oil, battery water and air; repairs broken and cut seats.

Minimum Qualifications:

Knowledge of: the methods, procedures, equipment, and tools of the building trades; proper use of power tools, electrical equipment, safety rules and regulations applied to the building trades; the California State Motor Vehicle Code, the California State Education Code, and District policies and requirement relative to the operation of vehicles used in the transport of students; proper records keeping functions; first aid practices, procedures and techniques; safe driving practices; O.S.H.A requirements related to an educational operation.

Ability to: perform standard maintenance repair work; understand and follow oral and written instructions; effectively communicate in both oral and written forms; maintain appropriate records; 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.

Physical Characteristics: see to perform mechanic repair work and operate school bus; speak clearly; hear normal conversation; reach horizontally and vertically; lift heavy objects; work in awkward body positions (bending, lying, stooping).

Education and Experience: any combination equivalent to sufficient experience, training, and/or education to demonstrate the knowledge's and abilities listed above.

Licenses and Other Requirements: a valid and appropriate California Driver's License; a safe driving record sufficient for insurability.