

SUNNYVALE SCHOOL DISTRICT

May 2019

CLASS TITLE: BUS DRIVER/MAINTENANCE WORKER

BASIC FUNCTION:

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:

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 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.

Maintain buses in a clean and safe operating condition; wash, sweep and clean buses including deep cleaning; wax buses as assigned; 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 students to board, sit in and leave the bus safely; assist students in wheelchairs by loading and securing chairs before departure and assuring 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.

Utilize two-way radios for bus to bus and bus to base communications.

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.

Maintain routine records related to assigned activities.

Work with summer cleaning team at various school sites.

Attend safety meetings and programs as assigned.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Safe and defensive driving practices.
- Proper operations of school buses.
- Applicable traffic and student transportation laws, codes and regulations.
- Basic first aid procedures.
- Basic record-keeping and report preparation techniques.
- Methods, equipment and materials used in general maintenance work.
- Interpersonal skills using tact, patience and courtesy.
- Health and safety regulations.
- Verbal and written communication skills.

ABILITY TO:

- 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 bus in clean and proper working condition.
- Conduct safety inspections and perform routine preventive maintenance.
- Administer first aid.
- Maintain routine records.
- Perform general maintenance and repair on District furniture, buildings, fixtures and facilities.
- Operate tools and equipment used in general maintenance work.
- Understand and follow verbal and written directions.
- Communicate effectively with others.
- Meet schedules and time lines.
- Operate a two-way radio.
- Observe health safety regulations.
- Work cooperatively with others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and one year of bus or truck driving experience and some experience performing general maintenance and construction work.

LICENSES AND OTHER REQUIREMENTS:

- Valid Class B driver's license with passenger and air brake endorsements.
- Valid restricted or unrestricted California School Bus Driver Certificate.
- Valid First Aid and CPR Certification issued by an authorized agency.
- Valid Bus Driver medical card.

WORKING CONDITIONS:

ENVIRONMENT:

School bus and indoor/outdoor environment.
Seasonal heat and cold or adverse weather conditions.
Evening or variable hours.
Exposure to fumes, dust, odors and oil/grease.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Sitting for extended periods of time while operating buses.
Hearing and speaking to exchange information.
Reaching, pulling and pushing to open bus doors.
Bending at the waist, kneeling or crouching to inspect and wash buses.
Climbing ladders or steps.
Reaching overhead, above the shoulders or horizontally.
Seeing to perform custodial work, to monitor passengers and to operate a vehicle.
Lifting and carrying moderately heavy children.
Walking or standing for extended periods of time.
Lifting, carrying, pushing, pulling or moving moderately heavy objects.
Ability to lift up to 25 pounds.

HAZARDS:

Traffic hazards.
Driving a vehicle during adverse weather conditions.
Working at heights while inspecting and cleaning the buses.
Fumes from chemical cleansers and bus operation.
Cleaning chemicals.
Working around and with machinery with moving parts.
Working at heights.
Contact with blood and other body fluids.

TERMS OF

EMPLOYMENT: Salary and terms of employment are described in the Agreement between Sunnyvale School District and California School Employees Association.

EVALUATION: Performance of this job will be evaluated in accordance to Agreement between Sunnyvale School District and California School Employees Association.