



## JOB DESCRIPTION

South Bay Union Elementary School District

### Bus Driver / Maintenance / Groundskeeper

#### DEFINITION

1. Under direction and supervision of the Maintenance, Operations & Transportation Coordinator, performs semi-skilled to highly skilled maintenance on various projects throughout the district; assists in highly skilled maintenance projects; and other related duties as required.
2. Under the Supervision of the Maintenance, Operations & Transportation Coordinator operates a school bus, as needed, over assigned routes and on assigned trips to transport students safely and efficiently. Perform regular safety inspections; prepare a variety of records and reports related to assigned activity; and other related duties as required.

#### EXAMPLES OF DUTIES/ESSENTIAL FUNCTIONS

##### Maintenance

- Works with skilled plumbers, painters, carpenters, electricians or other tradesmen where some knowledge of the basic operations and methods involved is necessary.
- Repairs fences and gates.
- Helps build forms for sidewalks, curbs, etc.
- Mixes, pours, and finishes cement.
- Lays pipe, digs and covers ditches.
- Installs and maintains sprinkler systems; semi-skilled plumbing.
- Installs and repairs broken window glass; minor repair on doors, windows, roofs, floors, other building parts, and maintains HVAC including changing filters.
- Helps with installation of electrical wiring and fixtures; semi-skilled painting work.
- Assembles furniture and other structures; assists in carpentry and other maintenance duties as semi-skilled worker uses saws, hammers, and other hand tools.
- Operates power machines such as a tractor, skip-loader and ditch trencher on school grounds.
- Basic knowledge of plumbing, repairs on copper, white boards, bleacher repair, and making keys.
- Loads and transports equipment; makes minor adjustments and keeps equipment in good repair.
- Perform custodial and grounds work as required.
- May drive District vehicle.
- Performs other duties as assigned.

##### Bus Driver

- Drives a bus as needed over designated routes picking up and discharging students in accordance with specified times schedules.
- Transport students and staff on special trips to various locations within the state.
- Maintains order among students while on the bus and while at bus stops.
- Follows specified start up and shut down procedures before and after each run.
- Maintains bus cleanliness in accordance with district guidelines.
- Prepare log and reports as directed.
- Conduct required daily safety inspections of buses, inspecting interior, exterior and engine of the vehicles.
- Report major mechanical malfunctions or other problems as required.
- Maintain mileage, logs, time records, and related records as required.
- Determine appropriate action in potential or real medical emergency situations according to established guidelines and administer first aid to passengers as needed.
- Attend safety meetings and driver education and safety programs as directed.
- Maintain effective communication between co-workers, supervisor, and dispatcher.

- Maintain required in-service hours needed and required by law to maintain current school bus drivers license.
- Perform other duties as assigned.

## **MINIMUM QUALIFICATIONS**

### **Education**

High School Diploma or equivalent

### **Experience**

Maintenance III; a minimum of six years in maintenance positions or similar level positions, with outstanding evaluations

Bus driver experience desired

### **Licenses and Other Requirements**

DOJ and FBI fingerprint clearance

Negative TB test within the last four years

Valid California Driver's License

Valid School Bus Driver's License or willingness and ability to complete it within twelve months Basic First Aid Certification

## **KNOWLEDGE AND ABILITIES**

### Maintenance III

- Basic operations, tools, and terms used in building and grounds maintenance.
- Basic record keeping techniques.
- Basic math.
- Requirements for maintaining buildings and facilities in good repair.
- Operation and use of hand and power tools and equipment.
- Basic knowledge of electrical, plumbing, repair, cooler repair, HVAC, and rain gutters.
- Proper lifting techniques.
- Health and safety regulations and codes.
- Oral and written communication skill.
- Interpersonal skills using tact, patience, and courtesy.

### Bus Driver

- Safe and defensive driving practices and methods.
- Proper operations of school bus.
- Applicable traffic and student transportation laws, codes, and regulations (Calif. Motor Vehicle Code and Education Code).
- State and local traffic laws and regulations.
- School district geography.
- Basic first aid procedures.
- Basic record keeping and report preparation techniques.
- Interpersonal skills using patience, tact, and courtesy.
- Health and safety regulations.
- Oral and written communication skills.

## **Ability to Maintenance**

1. Drive automotive equipment safely and in accordance with traffic laws and regulations.
2. Perform heavy manual labor.
3. Operate tools and equipment used in building maintenance work.
4. Estimate materials and supply needs.
5. Add, subtract, multiply and divide quickly and accurately.
6. Maintain routine records related to work performed.
7. Observe legal and defensive driving practices.
8. Quickly learn the necessary procedures and methods used in Physical Education (PE) program.
9. Understand and follow oral and written directions.
10. Communicate effectively both orally and in writing.
11. Perform duties effectively, timely, and without supervision.
12. Establish and maintain cooperative and effective working relationships with others.
13. Ability to plan, organize and schedule work.
14. Perform varied tasks.

## **Bus Driver**

1. Drive a school bus safely and efficiently.
2. Learn and apply District policies and procedures related to student discipline.
3. Maintain a safe discipline level among passengers.
4. Observe legal and defensive driving practices.
5. Maintain bus in clean and proper working condition.
6. Conduct safety inspections and perform routine preventive maintenance.
7. Administer first aid.
8. Maintain routine records.
9. Understand and follow oral and written directions.
10. Communicate effectively and professionally with others.
11. Meet schedules and time lines.
12. Operate a two-way radio and other communication equipment.
13. Handle situations with tact and diplomacy.
14. Adjust to situations as necessary.
15. Work cooperatively with others.
16. Read and navigate from visual and written maps.
17. Observe and report safety hazards and need for maintenance and repairs.

## **PHYSICAL DEMANDS AND WORKING CONDITIONS**

### **Environment**

- Indoor/outdoor environment subject to changing temperatures exceeding 90 degrees at times.
- Driving a vehicle to conduct work.
- Regular exposures to fumes, dust, odors, heights, and loud noises.
- May be exposed to heights, and loud noises.
- Work in direct contact with public, students, and other District staff.
- May complete routes within tight deadlines and continuously changing priorities and interruptions.
- Working on ladders at varying heights.

### **Physical Demands**

- Move and set up heavy PE materials and equipment and other equipment and materials.
- Sitting, standing, and walking for extended periods of time.
- Occasional bending, kneeling, or crouching.

- Reaching overhead, above the shoulders, and horizontally.
- Lifting, carrying, pushing, and pulling objects weighing 75 pounds or more.
- Dexterity of hands and fingers to operate specialized hand and power tools and equipment and to drive.
- Clarity of vision at varying distances to perform various work assignments.
- Verbal, auditory, and written capabilities to effectively communicate in an articulate manner.
- Climbing ladders and working from heights as necessary.

### **Hazards**

- Working with chemicals, tools, and powered machinery.