

## **SAN CARLOS SCHOOL DISTRICT**

### **DRIVER – MAINTENANCE ASSISTANT**

#### **BASIC FUNCTION:**

Under the supervision of the Transportation Manager operates a school bus over designated routes to transport students safely and efficiently; perform regular safety inspections; prepare a variety of records and reports related to assigned activities; perform daily deliveries and pick ups of materials within the school district and assist in the performance of a variety of general building and grounds maintenance work and other related duties as required.

#### **ESSENTIAL DUTIES:**

- Drive a bus on a daily basis over designated routes picking up and discharging students in accordance with specified times schedules.
- Load and unload District students as required, assists students with boarding and exiting the bus, assure students are safely fastened into their seats, utilize and assist students with seat belts as needed.
- Assists students with crossing streets as needed to and from schools and designated bust stops as needed.
- Maintain bus in clean and proper working condition, including minor non-mechanical repairs as needed.
- Transport students and staff on special trips to various locations within the Bay Area.
- Maintain order among students while on the bus and while at bus stops.
- Follow specified start up and shut down procedures before and after each run.
- Prepare log and reports as directed, and/or required by law
- Conduct required daily safety inspections of buses, inspecting interior, exterior and engine of the vehicles.
- Report mechanical malfunctions or other problems 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 bus and bus-to-base communications.
- Maintain effective communications between co-workers and supervisor.
- Maintain required in-service hours needed and required by law to maintain current school bus drivers license.
- Maintain lockers at middle schools.
- Is present on a daily basis to perform duties assigned.
- Perform other duties as assigned.
- Inter-district mail distribution.

#### **KNOWLEDGE AND ABILITIES:**

##### **KNOWLEDGE OF:**

- Safe and defensive driving practices.
- Proper operations of a 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.
- DMV Commercial Drivers Handbook
- CHP Bus Driver Handbook 82.7

##### **ABILITY TO:**

- Maintain order among school children on a school bus and at designated stops.
- Drive a school bus and other automotive equipment in a safe and effective manner.
- Maintain bus clean and in proper working condition.
- Observe and report safety hazards and need for maintenance and repairs.
- Read and navigate from visual and written maps.
- Learn and apply District policies and procedures related to student discipline.

- Observe legal and defensive driving practices.
- Conduct safety inspections.
- Administer first aid.
- Maintain routine records.
- Understand and follow oral and written directions.
- Communicate effectively and professionally with others.
- Meet schedules and time lines.
- Handle situations with tact and diplomacy.
- Work cooperatively with others.
- Adjust to situations as necessary.

#### **EXPERIENCE AND OTHER REQUIREMENTS:**

- Bus Driver experience desired. A minimum of: Two years of experience in work involving delivery of supplies and equipment, including one year of general driving experience or One year of general driving experience including six months of experience as a bus driver.
- Valid Driver's License- Class B operators license with school bus and passenger endorsements.
- Pre-employment physical
- First Aid Certification
- Drug Test

#### **WORKING CONDITIONS ENVIRONMENT:**

- Indoor/outdoor environment subject to changing temperatures exceeding 80 degrees at times.
- Direct contact with the public, students, and other District staff.
- May be exposed to heights, loud noises, fumes, dust, and other odors.
- May complete routes within tight deadlines and continuously changing priorities and interruptions.

#### **PHYSICAL DEMANDS:**

- Sitting, standing, and walking for extended periods of time.
- Lifting, carrying, pushing, and pulling object(s) weighing up to 50 pounds.
- Continuous use of hands, fingers, and wrists repetitively.
- Using both hands and legs simultaneously.
- Repeated stooping, bending, and kneeling.
- Occasional pushing, pulling, and maintaining balance.
- Reaching over head.
- Rapid mental/muscular coordination.
- Verbal, auditory, and written capabilities to effectively communicate in an articulate manner.
- Accurate depth perception.
- Clarity of vision at varying distances to see small details and have color vision/distinguish shades.
- Operate mobile motorized equipment.
- Drive a vehicle to conduct work.

#### **HAZARDS:**

- Traffic hazards.
- Driving a vehicle during adverse weather conditions.
- Fumes from chemical cleansers and bus operation including diesel and gasoline fumes and natural gas
- Working with tools including power tools for maintenance duties.
- Possible contact with blood borne pathogens and /or bodily fluids