

MESA UNION SCHOOL DISTRICT

CLASS TITLE: BUS DRIVER/MAINTENANCE WORKER

BASIC FUNCTION:

Under the direction of the assigned supervisor drive a school bus to transport students safely and efficiently to an assigned location on a designated route, special events, and field trips; perform regular safety inspections. Perform routine day or evening custodial activities; perform minor maintenance and repair to equipment and systems; maintain buildings and adjacent grounds area in a clean, orderly and secure condition.

REPRESENTATIVE DUTIES:

TRANSPORTATION:

Drive a school bus along a designated route; pick up and discharge students in accordance with time schedules; 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.

Determine appropriate action in emergency situations according to established guidelines; administer first aid to passengers as needed.

Conduct required daily safety inspections of buses; inspect the interior, exterior and engine of buses to assure safe operational condition; 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; refuel, service and prepare vehicle for operation.

Transport students, faculty and parents on field trips or other events; meet scheduled departure and arrival times as assigned; prepare related logs and reports.

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

Attend safety meetings and programs as assigned.

MAINTENANCE:

Perform general custodial activities; maintain buildings and adjacent ground areas in a clean, orderly and secure condition.

Perform a variety of unskilled and semi-skilled duties in the maintenance and repair of District facilities and equipment involving plumbing, painting, grounds, carpentry and electrical work; refer major repairs to appropriate personnel.

Sweep, scrub, mop, strip, wax and polish floors; vacuum rugs and carpets in classrooms, offices, workshops and other work areas; spot clean and shampoo carpets.

Clean classrooms, cafeteria, lounge, offices and other facilities; dust and polish furniture and woodwork; empty waste receptacles; spot mop spills; remove gum, debris and graffiti as needed.

Inspect school grounds and buildings to assure the safety and health of staff and students; replace light bulbs and ballasts; assist with minor electrical repairs such as repairing or replacing wiring, fixtures, switches, receptacles and lighting circuits.

Clean and disinfect drinking fountains and restroom facilities including sinks, toilets and urinals; fill dispensers with towels, soap, toilet paper and other items; clean mirrors, tile and windows; unclog drains and toilets; repair and maintain various plumbing fixtures.

Operate custodial and maintenance equipment such as vacuums, mops, hand and power tools, buffer/scrubber machines and other equipment as assigned.

Pick up paper and other debris from school grounds, walkways and areas adjacent to school facilities; sweep concrete surfaces adjacent to school building; set rodent traps as directed.

Move and arrange furniture and equipment; set up facilities for special events and meetings; assist in installing, maintaining and repairing cabinets, bookcases and a variety of classroom equipment; prepare various surfaces for painting and apply paint as directed.

Lock and unlock doors and gates as directed; maintain security of assigned areas according to established guidelines.

Expedite routine maintenance requests from District personnel; work from oral and written instructions and work orders

OTHER DUTIES:

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 techniques.

Interpersonal skills using tact, patience and courtesy.

Health and safety regulations.

Oral and written communication skills.

Basic methods, materials, tools and equipment used in custodial and maintenance work.

Basic methods of cleaning floors, carpets, furniture, walls and fixtures.

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Operation and maintenance of custodial and maintenance equipment and hand and power tools.
Proper lifting techniques.

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.

Understand and follow oral and written directions.

Communicate effectively with others

Meet schedules and time lines.

Operate a two-way radio.

Perform general custodial activities and a variety of unskilled and semi-skilled duties in the maintenance and repair of District facilities and equipment.

Learn requirements of maintaining District buildings in a safe, clean and orderly condition.

Learn appropriate safety precautions and procedures.

Learn proper methods of storing equipment, materials and supplies.

Operate a variety of custodial and maintenance equipment including hand and power tools.

Provide general maintenance support in various areas including plumbing, painting, grounds work, carpentry and electrical.

Work cooperatively with others.

Understand and follow oral and written directions.

Meet schedules and time lines.

Move and arrange furniture and equipment.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and sufficient training and experience to demonstrate the knowledge and abilities listed above.

LICENSES AND OTHER REQUIREMENTS:

Possession of a valid California School Bus Driver Certificate

Class B driver's license with passenger and air brake endorsements.

Valid Medical Card.

Valid First Aid and CPR Certificate issued by an authorized agency.

WORKING CONDITIONS:

ENVIRONMENT:

School bus and outdoor environment.

Seasonal heat and cold or adverse weather conditions.

Indoor and outdoor work environment

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Evening or variable hours.
Exposure to fumes, dust, odors, oil/grease and gases.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Sitting for extended periods of time while operating a transportation vehicle.
Hearing and speaking to exchange information.
Reaching, pulling and pushing to open bus doors.
Bending at the waist, kneeling or crouching .
Climbing ladders, steps and/or working from heights
Reaching overhead, above the shoulders or horizontally.
Seeing to monitor passengers, operate a vehicle and perform custodial duties.
Lifting, carrying, pushing, and pulling heavy objects.
Dexterity of hands and fingers to operate a variety of custodial equipment.
Walking and stepping up/down or standing for extended periods of time.

HAZARDS:

Traffic hazards.
Driving a vehicle during adverse weather conditions.
Working at heights while inspecting and cleaning the buses.
Exposure to cleaning agents, chemicals, and exhaust fumes.
Working around moving objects or vehicles.