

## MESA UNION SCHOOL DISTRICT

### **CLASS TITLE: LEAD BUS DRIVER/MAINTENANCE WORKER**

#### **BASIC FUNCTION:**

Under the direction of the assigned supervisor, monitor drivers to assure students are transported to and from school in a safe and timely manner; coordinate and monitor bus routing, scheduling activities to assure smooth and efficient bus operations; monitor the pick up and discharge of students in accordance with time schedules; observe driver to ensure legal and defensive driving practices; assure compliance with applicable traffic and student transportation laws, codes and regulations. 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:

Monitor drivers along a designated route to assure students are transported to and from school in a safe and timely manner; monitor transportation of students, faculty and parents on field trips or other events; meet scheduled departure and arrival times as assigned; prepare related logs and reports.

Coordinate and monitor bus routing, scheduling activities to assure smooth and efficient bus operations for regular and special event transportation; assign bus drivers and equipment as appropriate.

Monitor the pick up and discharge of students in accordance with time schedules; supervise drivers to 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.

Observe drivers to ensure legal and defensive driving practices; assure compliance with applicable traffic and student transportation laws, codes and regulations.

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

Ensure that drivers 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 operational records.

Prepare, update and maintain a variety of bus driver records including license and certificate expirations, medical cards, driving records and training hours required for the renewal of bus driver certificates; notify drivers of upcoming expirations; schedule testing appointments and training with outside agencies for renewal of various licenses and certificates.

Attend and participate in a variety of meetings and conferences related to assigned activities to maintain current knowledge of applicable laws, codes, rules, regulations and District policies and procedures.

Conduct periodic safety meetings; interpret, apply and explain applicable laws, codes, rules, regulations, policies and procedures to bus drivers.

Ride established routes to check stops for safety and location; assist in the identification and follow-up of safety hazards.

Ensure buses are maintained in a clean and safe operating condition; wash, sweep, and clean buses; refuel, service and prepare vehicle for operation.

MAINTENANCE:

Perform general custodial activities; maintain buildings and adjacent grounds 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, cafeterias, lounges, 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:

Applicable laws, codes, rules, regulations, policies and procedures related to assigned activities.

Methods, procedures and techniques related to a large pupil transportation operation.

Safe and defensive driving methods and practices.

Record-keeping and report preparation techniques.

District organization, operations, policies and objectives.

Operation of a two-way radio or other communication devices.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Health and safety regulations.

First Aid and CPR techniques.

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

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

Operation and maintenance of custodial and maintenance equipment and hand and power tools.

Proper lifting techniques.

ABILITY TO:

Interpret, apply and explain applicable laws, codes, rules, regulations, policies and procedures related to assigned activities.

Operate a school bus safely and in compliance with applicable laws.

Perform safety inspections.

Observe legal and defensive driving practices.

Work independently with little direction.

Maintain records and prepare reports.

Plan and organize work.

Coordinate a variety of meetings related to assigned activities.

Operate a two-way radio or other communication device.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

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 four years bus driving experience as well as previous experience as a trainer.

**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 as well as indoor office.  
Seasonal heat and cold or adverse weather conditions.  
Indoor and outdoor work environment 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 a transportation vehicle.  
Hearing and speaking to exchange information and make presentations.  
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.