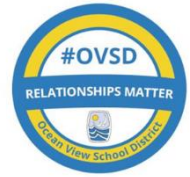




OCEAN VIEW SCHOOL DISTRICT
Personnel Commission



Committed to ensuring a dynamic and collaborative learning community that prepares students for lifelong success!

Bus Driver / Utility Worker

JOB SUMMARY

Under general supervision of the Executive Director of Facilities and Transportation, operates a school bus over designated routes, transporting students and passengers safely and efficiently; transports students, teachers and passengers on field trips to various locations as the home to school schedule permits; performs regular safety inspections, prepares and maintains records related to assigned activities; performs general office functions; picks up and delivers food, equipment, materials and supplies; performs general custodial and cleaning work.

REPRESENTATIVE DUTIES

The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.

Essential Duties:

- Drive a school bus over an assigned route in accordance with time schedules, picking up and/or discharging students;
- Assist in the loading and unloading of physically or mentally disabled students as necessary;
- Transport students, faculty and parents on field trips or to athletic events meeting scheduled departure and arrival times as assigned;
- Maintain good order among student passengers both on the vehicle and while at pickup/discharge points;
- Assist in maintaining the vehicle in a clean and safe condition, inspecting the assigned vehicle daily and promptly reporting, correcting, or causing to be corrected any noted defects;
- Prepare and submit reports that may include the number of passengers or trips, hours worked, mileage, and/or fuel consumption, and other records;
- Participate in school bus emergency evacuation drills;
- Comply with traffic regulations in order to operate vehicles in a safe and courteous manner;

Other Related Duties:

- Calculate daily run sheets;
- Clean buses;
- Create bus passes;
- Perform general office functions including making copies, shredding obsolete paperwork,

- organizing documents, inventory of supplies;
- Pick up and deliver food, equipment, materials, supplies and mail;
 - Load and unload trucks with supplies and equipment;
 - Assist in receiving materials, equipment, and supplies delivered to the warehouse and checking merchandise received against order;
 - Perform general custodial work, including raising/lowering flags and securing access, at any district property;
 - Move, arrange, and set-up furniture and equipment;
 - Communicate with students, parents, teachers, administrators, etc., for the purpose of conveying and/or receiving information;
 - Attend retraining, skill improvement, safety and other meetings as directed;
 - May administer first aid.

SUPERVISION

General supervision is received from the Executive Director of Facilities and Transportation; Supervision is not exercised over other employees; Supervision is exercised over transported students and passengers as required.

MINIMUM QUALIFICATIONS

Knowledge of:

- Applicable provisions of the California Motor Vehicle, Education Codes, District Policies and Procedures, City regulations regarding transportation of students;
- Proper operation of school buses of various sizes;
- Safe and defensive driving practices;
- Approved first aid methods;
- Basic record-keeping and report preparation techniques;
- Basic safety and maintenance requirements of transportation equipment (school buses), and transportation of children.

Ability to:

- Maintain a valid California School Bus Driver's Certificate;
- Drive a school bus safely;
- React appropriately in an emergency situation to maintain order on the bus;
- Operate wheelchair lifts, seat belts, safety vests, and other adaptive equipment;
- Assist in loading and unloading disabled children;
- Maintain order among passengers;
- Administer first aid;
- Read, interpret and follow route maps and other oral and written instructions;
- Learn and apply district policies and procedures related to student discipline;
- Handle a variety of situations with tact and diplomacy;
- Employ legal and defensive driving techniques;
- Keep and complete accurate records;
- Learn and carry out vehicle and equipment safety checks;

- Adhere to route and time table;
- Maintain valid driver's license and endorsement and safe driving record;
- Establish and maintain effective interpersonal relationships and effectively communicate using tact, patience and courtesy in a manner that reflects positively on the district;
- Pass mandatory drug and alcohol screening test.

EMPLOYMENT STANDARDS

Education:

- Requires a high school diploma or equivalent.

Experience:

- Prior experience in the operation of a bus or heavy motor vehicle is desirable.

LICENSES AND CERTIFICATES REQUIRED

- Possession of a valid California Class A or B Commercial driver license with Passenger "P" and School Bus "S" endorsements;
- Possession of a valid California Special Driver Certificate for school bus with no restrictions preferred except numbers "1" (automatic transmission only) and "6" (first aid test waived);
- Possession of valid CPR certification and First Aid certification if first aid was waived at CHP;
- Possess certification of successfully passing a DMV medical examination;
- Department of Motor Vehicle (DMV) driving record dated within the last 30 days of application or certification for interview;
- All of the above licenses, certificates and endorsements must be maintained as a condition of continued employment.

PHYSICAL DEMANDS, WORKING ENVIRONMENT AND HAZARDS

The physical demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

Physical Demands:

Frequently sits, stands, walks, climbs stairs; stoops, bends, reaches over head; may move students and/or lift, carry, push, pull objects weighing up to 50 pounds; uses both hands and legs simultaneously; repetitively twists, reaches, grips and exerts pressure with wrists and hands; requires rapid mental/muscular coordination; communicates clearly and is able to understand normal voice conversation; has good depth perception and color vision; visual acuity sufficient to see small details and long distances in an outdoor environment; Employment is contingent upon passing a pre-employment drug testing (D.O.T). Passing random and periodic drug and alcohol testing as required by the Department of Transportation, is required as a condition of continued employment.

Working Environment and Hazards:

Drives a school bus to transport students and/or district vehicle to transport food, supplies, equipment, etc.; works inside and outside with frequent temperature changes; works with loud noises and vibration; occasionally exposed to fumes, odors, dust, gases, machinery with moving parts, and moving vehicles; frequently exposed to minor, occasionally severe, contagious diseases; may require working split shifts and/or extended hour/day assignments; has direct contact with the public, students, passengers and other district staff; works frequently without guidance from supervisor and occasionally in negative interpersonal situations; works with high volume and tight deadlines. Exposure to driving a school bus or district vehicle during adverse weather and traffic conditions. Traffic hazards when stopping and escorting students across street. Working at heights when inspecting and cleaning buses.

SALARY RANGE

Salary Range 32

Classified Bargaining Unit Salary Schedule

Last Revised 3/14/02, 10/26/2012, 0/12/06, 12/13/12, 9/11/14

Revisions approved by Personnel Commission 6/17/21