

# Southern Kern Unified School District

## Position Description

Position Title: **Bus Driver/Mechanic Assistant**

Department: Transportation

Location: Bus Garage

Reports To: Transportation Supervisor

Prepared By: Staff Date: August 28, 1996

Approved By: Board of Education Date: June 4, 1997

**SUMMARY:** Drives bus to transport students over specified routes according to time schedule. Complies with traffic regulations. Assists mechanic in duties as assigned.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *Other duties may be assigned.*

- Takes inservice training as stipulated by contract.
- Drives a school bus safely and professionally.
- Performs and properly completes daily pre-trip inspections.
- Complies with all traffic ordinances.
- Complies with discipline policies set forth in the School Code of Conduct for Transportation.
- Participates in on-site training.
- Shows proficiency in handling and maneuvering school bus.
- Maintains established hours including; additional duties assigned, such as custodial, grounds and maintenance work.
- Maintains bus or transportation vehicle in a clean and orderly condition.
- Reports any and all mechanical defects or malfunctions.
- Adheres to policies and procedures regarding student behavior management and public contacts concerning transportation problems and concerns.
- Performs minor repairs and adjustments independently or assists mechanic in major repairs and overhaul work.

**SUPERVISORY RESPONSIBILITIES:** Supervises students while transporting them.

*QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**EDUCATION and/or EXPERIENCE:** High school diploma or GED. Must be able to pass physical including random drug and alcohol tests. Have basic knowledge of automotive maintenance; tools, materials, equipment and methods used in the basic maintenance, adjustment and repair of automotive and motorized equipment.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Must be able to obtain a Commercial Driver's License, Class B with Passenger Endorsement and No Restrictions. Must pass State Skill Test and State Written Test.

**MATHEMATICAL SKILLS:** Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume and distance.

**REASONING ABILITY:** Ability to apply commonsense understanding to carry out detailed written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

**OTHER SKILLS and ABILITIES:** Ability to work in a friendly manner with co-workers and students. Ability to read and understand maps. Ability to pass State Skill Test, State Written Test, Department of Transportation physical and MDE Basic Training Program. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all district requirements and Board of Education policies.

*PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is continuously required to sit and occasionally required to walk or stand. The employee will frequently bend or twist at the neck and trunk while performing the duties of this job. The employee frequently repeats the same hand, arm or finger motion many times. The employee frequently uses hand strength to grasp tools. The employee must occasionally lift and/or move up to 75 pounds including students. Specific vision abilities required by this job include close vision, color vision, depth perception and peripheral vision.

*WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee occasionally works in temperatures above 100 degrees and below 32 degrees and occasionally will walk on slippery surfaces. The employee must be able to meet deadlines with severe time constraints and interact with public and other workers. The employee has direct responsibility for the safety and well being of others. The noise level in the work environment is frequently loud to where you have to raise your voice to be heard.

*The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.*