

MECHANIC II – BUS DRIVER**Job Summary**

Under general supervision, performs maintenance and repair work on trucks, busses, automobiles, power lawn mowers, and other mechanical equipment. Operate a school bus or transportation vehicle over designated routes within an established time schedule to transport students to and from school and on special event trips. Performs other related duties as required.

Qualifications**Required:**

- Three years of experience as an automotive mechanic/diesel mechanic
- Six months experience as a bus driver for a reputable transportation service, or one year of truck driving experience
- Valid California Class B (Class II) Driver's License; with P (Passenger Endorsement)
- Valid California Driver's License (Incumbent must be insurable at the "standard rate" by the employer's insurance carrier at all times while employed with CUSD. This position requires the incumbent to enroll in the DMV Government Employer Pull Notice Program at time of hire)
- Valid Red Cross First Aid Card or pass the CHP Test for First Aid

Desired:

- Mechanic Certificate

Knowledge and Ability

1. Ability to make mechanical repairs to a variety of motorized equipment
2. Ability to use all automotive shop tools and welding machines
3. Ability to follow oral and written directions
4. Ability to relate well with staff, students and parents
5. Ability to learn and apply applicable procedures, rules, and regulations
6. Ability to operate a school bus exercising good judgment and extreme caution
7. Ability to maintain order on a school bus and follow schedules
8. Knowledge of safe driving practices
9. Knowledge of provisions of the Motor Vehicle Code and the Education Code applicable to the operation of vehicles in transporting school children
10. Knowledge of the servicing and repair of school buses and other vehicles

Essential functions of this position, which may change or evolve in the future, are, but not limited to, the following:

1. May perform maintenance and repair work on buses, automobiles, trucks, tractors and other mechanical equipment, including general overhauling, replacing and adjusting bearings, grinding valves, adjusting ignition and carburetors
2. Assembling transmissions and differentials, fitting pistons and rings, relining and adjusting brakes, aligning wheels, installing axles, overhauling steering gears, drive shafts
3. Making minor repairs to fenders and radiators
4. Does electric and acetylene welding, prepares reports of work accomplished and materials used
5. Completes requisitions of supplies and equipment
6. Prepares estimates and priority work list of mechanical maintenance and repair requirements
7. May dispatch district owned cars
8. Operates a school bus over designated routes in accordance with established time schedules; picking up and discharging school children
9. Follows District policies regarding the discipline of children and contact with parents and other citizens
10. Maintains good order among students on the buses
11. Escorts children across streets, stopping traffic when necessary
12. May service buses with gas and oil; checks tires and battery; keep record of mileage, fuel and oil
13. Prepares reports of driving hazards and incidents
14. Washes buses and cleans interiors of buses

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- 15. Assists in maintaining buses in safe operating condition
- 16. May schedule District vehicle usage and/or buses

Physical Requirements of this position are, but not limited to, the following:

- 1. Mental acuity to interpret and follow rules relating to the position, make decisions using sound judgment, and evaluate results
- 2. Facility to sit on a bus, at a desk, conference table, or in meeting rooms of various configurations for extended periods of time
- 3. Facility to see and read, with or without vision aids, a computer screen, laws, codes, rules and policies, and other printed matter
- 4. Facility to hear and understand speech at normal room levels, and to hear and understand speech on the telephone
- 5. Manual dexterity to operate a telephone
- 6. Facility to speak in audible tones so that others may understand clearly in normal conversations, in meetings, and on the telephone
- 7. Physical ability to lift, bend, stoop, and to reach overhead
- 8. Physical ability to lift, carry, push, and pull heavy objects; sitting for extending periods of time when operating a transportation vehicle; waling and stepping up/down or standing for extended periods of time; bending at the waist;
- 9. Facility and physical ability to meet the multiple demands from several people and at times come into contact with dissatisfied or abusive individuals
- 10. Facility to meet deadlines with severe time constraints, interact with the public and other workers

Note: This list of essential functions and of physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job.