

MID-PLACER PUBLIC SCHOOLS TRANSPORTATION AGENCY

BUS DRIVER/DRIVER UTILITY WORKER

ORGANIZATIONAL RESPONSIBILITY

The Bus Driver/Driver Utility Worker is responsible to the Chief Executive Officer of the Mid-Placer Public Schools Transportation Agency and works under the general direction of the Dispatcher.

DEFINITION

Under general supervision, to drive a school bus for the purpose of transporting students; to do general clerical work; and to do general shop work.

DISTINGUISHING CHARACTERISTICS

The Bus Driver/Driver Utility Worker position drives a school bus for the purpose of transporting students and performs various related duties.

EXAMPLES OF DUTIES

(The listed examples do not represent all duties which may be performed by this position.)

Driver

- Operates a small or large (type I and/or type II) school bus on scheduled routes and on special trips.
- Services bus with oil and gas.
- Daily inspects operating safety of the bus (Title 13) reporting defects and preparing work order forms.
- May put on tire chains.
- Supervises orderly loading and unloading of students.
- May load and unload handicapped students, using lift for wheelchairs, and other special equipment.
- Escorts elementary students who must cross streets.
- Enforces agency policy and procedures in maintaining discipline on buses.
- Provides safety and bus rules information to students.
- Operates a two-way radio.
- Maintains window and interior cleanliness of bus.
- Provides emergency first aid as required.
- Records and submits reports on driving times, mileage, pupil count and safety inspections.
- Performs related work as required.

Duties performed under this classification will be compensated at the current rate for Bus Driver.

Driver Utility Worker

- Makes minor repairs, mends damaged upholstery.
- Maintains exterior cleanliness of bus.
- Assists in bus evacuations.
- May work in office.
- May assist shop personnel.
- May make deliveries/pickups to/from vendors and members.
- May attend meetings.
- Makes dry runs.
- Shuttles empty buses.
- Performs related work as required.

Duties performed under this classification will be compensated at the current rate for Driver Utility Worker.

DESIRABLE QUALIFICATIONS

Knowledge of: Safe driving practices.
Provisions of the California Vehicle Code, Administrative Code, and Education Code applicable to the operation of vehicles in transporting students.
First aid practices.

and

Ability to: Drive a school bus safely and efficiently.
Maintain order and safety among students on a school bus.
Recognize malfunctions in equipment and take appropriate action.
Learn a designated bus route, including stops and traffic hazards.
Follow oral and written directions.
Work cooperatively with others.

and

Training and Experience:

Persons with demonstrated ability to perform the required duties are considered to meet the minimum qualifications.

and

Special licenses required:

Successful completion of prescribed cadet driving program.
Possession of a valid School Bus Drivers certificate issued through examination by the California Highway Patrol.
Possession of a Class B California Operators License with a "P" endorsement issued by the California Department of Motor Vehicles.
Possession of a California drivers license medical certificate.

MEDICAL CATEGORY

(Heavy Physical Effort)

1. Position requires physical ability associated with prolonged periods of heavy physical labor.
2. Regularly performs heavy physical labor requiring ability to lift, carry, push, pull, and move heavy objects or materials.
3. Great physical demands for strength and endurance.
4. Lifting 50 lbs. maximum or carrying any object weighing over 25 lbs.