



**SEPTEMBER 2012**  
**FLSA: NON-EXEMPT**

## **PART TIME BUS DRIVER**

### **DEFINITION**

Under the direction of the Chief Business Officer, performs a variety of duties and responsibilities related to operating a District bus over designated routes or on field trips and performing routine maintenance. Work schedule may vary dependent upon District needs and may include days, nights, weekends and holidays.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from a Utility Maintenance Supervisor. Exercises no supervision of staff.

### **EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)**

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

### **ESSENTIALS DUTIES/FUNCTIONS:**

- Drives District bus over designated routes in accordance with time schedules, picking up and discharging students; transporting students and teachers on special trips to various locations, choosing the best route and making departure and arrival time as scheduled.
- Prepare and determine safe and timely bus routes and meet departure and arrival time deadlines as scheduled.
- Conducts established safety and operational inspection of vehicle daily.
- Checks motorized equipment and fills with fuel, oil, water, battery water and air as required.
- Makes mechanical checks to assure buses can be operated safely.
- Cleans and washes automotive equipment; reports mechanical defects.
- Maintains a variety of records and reports including but not limited to mileage, routing, maintenance, and time schedules.
- Attends meetings, programs, and in-service training as assigned.
- Maintains current required licenses and certificates.
- Notifies appropriate individuals of any delays in scheduled route.
- Maintains order on the bus and reports any problems to the appropriate administrator.
- Follows District policies and procedures.

### **KNOWLEDGE AND ABILITIES:**

#### **KNOWLEDGE OF:**

- Operating and safety rules, precautions, and principles of driving and operating a bus.
- Basic principles of record keeping and maintenance practices and procedures; computerized information and data base record keeping practices and procedures.

**ABILITY TO:**

- Drive regularly scheduled bus routes.
- Transport large groups on long distance travel.
- Transport in inclement weather.
- Travel on multiple day trips.
- Demonstrate skills in, use, operation and maintaining school bus and vehicles.
- Understand vehicle information manuals; read and understand diagrams; operate a bus, air brake vehicle, and motor vehicle safely.
- Understand and follow written and verbal directions, instructions and safety rules and procedures.
- Communicate and work cooperatively with co-workers, supervisors and departmental representative.
- Maintain and complete work service records and time reports.
- Communicate clearly and concisely, both orally and in writing; establish, maintain and foster positive and harmonious working relationship with those contacted in the course of work.
- Communicate effectively and work cooperatively with staff, co-workers, students, management, other departmental representatives, and the general public.

**REQUIRED QUALIFICATIONS:**

- High School Diploma/GED Certification.
- Two (2) or more years of bus driving experience.

**DESIRED QUALIFICATIONS:**

- Experience in public passenger transportation.
- Experience in educational environment.
- Experience transporting large groups on long distance travel.
- Strong customer service skills.
- Mechanical knowledge and skills
- Strong teamwork skills

**ADDITIONAL QUALIFICATIONS:**

- Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.

**CERTIFICATES, LICENSES, REGISTRATION AND OTHER REQUIREMENTS:**

- Valid Class B Commercial Driver's license with school bus, passenger and air brake endorsements issued by the California Department of Motor Vehicles.
- Possession of a valid school bus driver's certificate
- Medical certificate
- Possession of, or ability to obtain, Standard First Aid and CPR cards within the first six months of employment
- As a condition of employment, applicants must pass a required pre-employment physical and drug and alcohol test.

**PHYSICAL DEMANDS**

Must possess mobility to work in and around a standard shop setting, to operate a motor vehicle and drive on surface streets; strength, stamina, and mobility to perform light to medium physical work, to work in confined spaces and around machines, to climb and descend ladders, and to operate varied hand and power tools, equipment, and machinery; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push,

and pull materials and objects weighing up to 75 pounds, or heavier weights with the use of proper equipment.

### **ENVIRONMENTAL ELEMENTS**

Employees primarily work in a maintenance shop and occasionally in the field and are exposed to loud noise levels, vibration, confining workspace, chemicals, dust, paint fumes, mechanical and electrical hazards, grease, oils, solvents, machinery with extremely hot surfaces and moving parts, moving objects or other vehicles, as well as cold and hot temperatures, inclement weather conditions, and road hazards. Employees may interact with upset staff when trying to diagnose and/or resolve an equipment related problem.